



Dear ToxExpo Exhibitors:

Planning for the 52<sup>nd</sup> Annual Meeting of the Society of Toxicology and ToxExpo is underway. To assist you in your efforts, we have developed the ToxExpo Exhibitor Service Manual. **This manual provides you with pertinent information regarding orders for carpet, furnishings, shipping, electrical, etc.** Shepard Exposition Services is the General Contractor for ToxExpo, and they have worked closely with SOT to provide the most cost effective solutions available for San Antonio.

- Cartload Material Handling Service (for those bringing their own freight by personal vehicle)
- Material handling fees at a blended rate to simplify your ordering process and save you money
- [Special Discounted Airfare Rates](#) through American and Delta Airlines originating in the United States and Canada
- Introduction of the [Ride Share Program](#) to provide assistance to those interested in limiting meeting costs by ride sharing
- Lead Retrieval prices at 2012 rates

By now you should have received your login details for the exhibitor service center which is located at [www.toxexpo.com](http://www.toxexpo.com). If you have not received your password, please send an email to me at [laura@toxicology.org](mailto:laura@toxicology.org). Using the [Exhibitor Service Center](#) you can manage and update all of your booth logistics with the click of a button!

**Sponsorship Opportunities still available!** SOT relies on the continued generous support of sponsors to accomplish the important goals and objectives of the Society. At the same time, our sponsors receive recognition on our Annual Meeting Website, in our show signage, and printed materials. Please visit our web site or follow this link: [ToxExpo/Annual Meeting Sponsorships](#) for information.

**Mailing lists are available to rent pre- and post-show!** With this list you can market your presence at the show by sending an invitation to all attendees to stop by your booth to learn more about your products and services. The mailing list request form can be found on our web site or by clicking here: [SOT Mailing Lists](#)

Again, thank you for your support of SOT and ToxExpo. I look forward to seeing you in San Antonio!

Sincerely,  
*Laura*

Laura R. Helm, CMP  
Exhibits Manager  
[laura@toxicology.org](mailto:laura@toxicology.org)



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## IMPORTANT DEADLINES

Society of Toxicology Annual Meeting/ToxExpo

### IMPORTANT DEADLINES

#### *Shepard Exposition Services*

Exhibitor appointed contractor notification deadline:	Monday, February 11, 2013
Discount price deadline for all Shepard orders	Monday, February 18, 2013
First day for warehouse deliveries without a surcharge:	Monday, February 11, 2013
Last day for warehouse deliveries without a surcharge:	Friday, March 01, 2013
First day freight can arrive at show facility:	Saturday, March 09, 2013 at 8:00 AM

#### *Additional Deadlines and Dates*

Exhibitor registration available online at toxexpo.com:	January 2013
AetherQuest Lead Retrieval advance deadline:	Friday, February 08, 2013
INA Security advance order deadline:	Friday, February 15, 2013
RK Group Catering advance deadline:	Friday, February 22, 2013
Smart City incentive order deadline:	Sunday, February 24, 2013
Edlen Electrical advance payment deadline:	Monday, February 25, 2013

#### *Show Schedule*

Exhibit Installation & Move-in:	Saturday, March 09, 2013
Exhibit Installation & Move-in:	Sunday, March 10, 2013
<b>ToxExpo: Monday, March 11 - Wednesday, March 13, 2013</b>	
Exhibit dismantle and move-out:	Wednesday, March 13, 2013
Exhibit dismantle and move-out:	Thursday, March 14, 2013



## MEETING AND EXHIBITS FACTS

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**Name of Meeting**

Society of Toxicology 52<sup>nd</sup> Annual Meeting and ToxExpo

**Sponsoring Organization**

Society of Toxicology

**Location**

Henry B. Gonzalez Convention Center  
200 East Market Street  
Exhibit Halls C & D – Street Level  
San Antonio, TX 78205  
201-207-8500

**Annual Meeting Dates**

Sunday, March 10, 2013 - Thursday, March 14, 2013

**ToxExpo Dates**

Monday, March 11, 2013 - Wednesday, March 13, 2013

**Exhibit Dates and Hours**

Monday, March 11, 2013 - 9:00 AM - 4:30 PM  
Tuesday, March 12, 2013 - 8:30 AM - 4:30 PM  
Wednesday, March 13, 2013 - 8:30 AM - 4:30 PM

**Installation Dates and Times**

Saturday, March 9, 2013 - 8:00 AM-1:00 PM - Installation for ISLAND BOOTHS ONLY  
1:00 PM – 5:00 PM – Installation for all companies

Sunday, March 10, 2013 - 8:00 AM-5:00 PM - Installation for all companies

Exhibits must be set by 5:00 PM on Sunday and all empty containers need to be tagged and set in the aisles. Freight doors and entrance doors will close promptly at 5:00 PM. You may remain in the exhibit hall until your booth is completed. No re-entry is allowed after you leave.

**Dismantling Dates and Times**

Wednesday, March 13, 2013 - 4:30 PM - Midnight  
Thursday, March 14, 2013 - 8:00 AM - 12:00 NOON

Note: Exhibitors who dismantle before 4:30 PM, Wednesday March 13 will be subject to a one-year suspension of exhibit privileges and/or loss of Priority Points.



**Booth Rental Fees**

Inline 10'x10' Booth: U.S. \$2,300

(Bound by Front Aisle Only)

Corner 10'x10' Booth: U.S. \$2,500

(Bound by Front and Side Aisle)

Non-profit 10'x10' Booth: U.S. \$600

NOTE: All requests for a non-profit booth will be placed on a wait list. Non-profit booths will be assigned in January on a space-available basis.

**The price of the booth includes:**

- Pipe and drape, 8 feet high (2.5 m) back wall and 36 inches (91.44 cm) side drape;
- Single line text identification sign showing the exhibiting company name and booth number;
- Company name and product and/or service listing, in the ToxExpo Directory;
- Four complimentary full-conference exhibitor badges per 10' x 10' booth for for-profit companies providing full access to SOT's scientific sessions, Welcoming Reception, and Awards Ceremony;
- Two complimentary exhibitor badges per 10' x 10' booth space for non-profit and government agencies providing full access to SOT's Scientific Sessions, Welcoming Reception, and Awards Ceremony;
- Pre-registered conference attendees list, including exhibitors, provided on a CD-ROM and distributed on-site;
- Complete company and product listing information in the ToxExpo Directory distributed to all attendees; including 5 Product Category listings;
- Around-the-clock search capability on the Annual Meeting/ToxExpo Web site; in the Preliminary Program mailed to 15,000+; as well as the Final Program; and ToxExpo.com Web pages;
- Company listing and booth number published in the Society's advanced Final Program, which is mailed to all Society members and non-members in February;
- Opportunity to host a hospitality event/ancillary event and;
- The opportunity to host an Exhibitor/Sponsor Hosted Session

**Official General Contractor**

Shepard Exposition Services

**Service Desk**

A service desk will be located in the Exhibit Hall, open during installation, to assist exhibitors with verification and adjustments of their orders for labor, furniture and other auxiliary services. The desk will also be staffed throughout the meeting.

**Labor Rates**

Current labor rates are provided in this kit. The General Contractor's services include receiving shipments at the convention center dock; delivery to the exhibitor's booth; removal, storage and return of empty crates and containers; and removal of packed shipments from the booth and transferring to the outgoing carriers at the convention center dock. Exhibitors are urged to be certain that all materials are delivered to booths on set-up days since deliveries cannot be made during exhibit hours.

**Floor Load and General Lighting**

The exhibit floor load of the Henry B. Gonzalez Convention Center is 300 lbs/sq. ft.; For heavy machinery or displays, contact Shepard. Freight ramps are rated at 16,000 pounds per truck axle (Federal Highway Standard). Overhead operational lighting is a combination of fluorescent and metal halide. Work lighting runs at 50 percent.

**Safety**

Standing on chairs, tables, or other rental furniture is strictly prohibited. This furniture is not engineered to support your standing weight. The General Contractor cannot and will not be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor in advance using the forms that will be provided in the Exhibitor Service Manual.

**Freight Handling**

The General Contractor has the responsibility of receiving and handling all exhibit material and empty crates. It is the General Contractor's responsibility to manage the dock area, and to schedule vehicle deliveries for the smooth and efficient move-in and move-out of the exhibition. Exhibitors may hand-carry their own materials into the exhibit hall. Exhibitors are not permitted to use dollies, flat trucks, and other mechanical equipment to bring their equipment into the exhibit hall. The General Contractor will control access to the loading docks in order to provide for a safe and efficient move-in and move-out. The General Contractor will not be responsible, however, for any materials that it does not handle.

**Gratuities**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for service rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the General Contractor's show-site Manager. Please refer to the Exhibitor Service Manual for complete guidelines.

**Cleaning**

Cleaning of exhibit space will be at the expense of the exhibitor. Order forms are provided in this kit.

**Shipping**

Shepard has jurisdiction on the operation of all material handling equipment, all unloading and reloading and handling of empty containers. An exhibitor may move material that can be hand-carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment. All exhibitors are urged to verify the delivery of their freight before arrival in San Antonio. Many shipments

cannot be traced or delivered on the weekend.

Packages sent via USPS, UPS, Federal Express, or any other carrier going directly to the convention center must be sent to the attention of the General Contractor (Shepard); they will then be delivered to the exhibitor's booth. Pick up by these carriers must be arranged by exhibitor and each piece of freight must be labeled.

### **Crate Storage**

Empty crates, boxes, and cartons must be ready for removal from the exhibit area by 5:00 PM Sunday, March 10. These materials should be nested as much as possible. "Empty" stickers, which must be placed on all containers to be stored and returned at the close of the exhibit, will be available at the exhibit service desk. Containers or skids without the "Empty" stickers will be considered refuse and disposed of accordingly. Crates, boxes, and cartons may not be stored behind booth backgrounds.

### **Security**

Do not store anything of value in crates going into storage. Professional security guard service is provided for the perimeter of the exposition (not booths) on an around-the-clock basis beginning with the first day of move-in and continuing through move-out. The Society of Toxicology, the convention center, and the General Contractor are not responsible for loss or damage to exhibitor property. Exhibitors are advised not to leave any valuables (lap top computers, purses etc) overnight in the exhibit hall.

### **Concession Stands**

Food outlets will be open in the exhibit hall on show days. Limited service will be available during installation and dismantling periods.

### **Hotel Reservations**

The Society of Toxicology has made arrangements for discounted hotel room rates during the Annual Meeting. The official SOT Hotel Block includes discounted room rates at many premier hotel chains. Visit the [SOT Annual Meeting website](#) to make your hotel reservations.

### **Show Management:**

Society of Toxicology  
1821 Michael Faraday Drive, Suite 300  
Reston, VA 20190  
Phone: (703) 438-3115  
Fax: (703) 438-3113  
E-mail: [laura@toxicology.org](mailto:laura@toxicology.org)



## ToxExpo 2013 Rules and Regulations

### ELIGIBILITY FOR EXHIBITING

The purpose of the Society of Toxicology exhibit program is to further the education of scientists working in the field of Toxicology. Exhibits must be of an educational character and must emphasize instruments, products, or services for use in teaching or research. Books or other publications in fields of relevance to the professional interests of the Society's members and meeting registrants are also considered acceptable. The character of the exhibits is subject to approval by the Society. SOT reserves the right to refuse applications not meeting standards required or expected, as well as the right to curtail or to close exhibits or parts of exhibits that reflect unfavorably on the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

The very foundation of the Society is to create a safer, healthier world by advancing the science of toxicology. To this end, the Society reserves the right to deny a booth request from any organization whose goals, objectives, or past actions are deemed counterproductive to those of the Society of Toxicology. *Application for exhibit space is subject to the approval of the SOT Council.*

### CONDITIONS OF CONTRACT

Exhibitors agree to abide by the contract conditions published herein and on the SOT Web site and by all conditions stipulated by the Henry B. Gonzales Convention Center. Exhibitors accept responsibility for informing all of their employees and agents of these conditions and agree that they will abide by them as well.

### PRIORITY POINTS SYSTEM

Priority in space assignment will be conducted according to a point-based system. Previous exhibitors will receive one point for each year of exhibiting without regard to the number of booth spaces utilized. In the case of company mergers, SOT will use the highest number of years exhibited in calculating priority points. A space selection meeting takes place at the show each year, and exhibitors make booth selections in order of priority point ranking. After the space selection meeting, booths are sold on a first come, first served basis.

### SPACE RENTAL FEES

Commercial Exhibits	
Inline 10'x10' Booth (Bound by Front Aisle Only)	U.S. \$2,300
Corner 10'x10' Booth (Bound by Front and Side Aisle)	U.S. \$2,500
Commercial Exhibits include four complimentary staff registrations per 10' x 10' booth	

### Non-Profit and Government Agency Exhibits

Institutes and other exhibits that are non-profit according to the U.S. Internal Revenue Service Code receive a discount, and must provide a copy of their tax exempt certificate with their application for space.

Non-profit Inline 10'x10' Booth	U.S. \$600*
Government Agency Inline 10'x10' Booth	U.S. \$600*

Includes two complimentary staff registrations

*\*Booth assignments are made in mid-January for non-profits. Non-profits are limited to one (1) 10 x 10 space. They may purchase additional space at the for-profit rate listed above.*

### TERMS OF PAYMENT

The 50% deposit for booth space requested during SOT's 2012 Annual Meeting must be received at SOT Headquarters by July 13, 2012. If the deposit is not received by July 13, 2012, the space will automatically be available for general sale. Booth requests made *after* the 2012 Annual Meeting must be accompanied by a 50% deposit at the time of the request. If the deposit does not accompany application the booth space will not be held. The final payment is due and payable on or before November 1, 2012 to fulfill the contract obligation. All payments must be made in U.S. currency either by credit card, company check, or wire transfer. Credit card payments can be made directly through the ToxExpo web site. ***If paying by wire transfer, please be sure to include the appropriate wire transfer fees, and email or fax the wire transfer receipt to SOT as soon as payment has been processed.*** Please contact the Exhibits Manager for details via [laura@toxicology.org](mailto:laura@toxicology.org). Once the payment has been processed you will receive a confirmation via email. Full payment must be made before the first day of set up for ToxExpo 2013. Exhibitors with an outstanding balance will not be allowed to set-up their booth until all accounts are settled.

### SPACE ASSIGNMENT

Applications for exhibit space are subject to approval by the Society of Toxicology. Space reservation for the 2013 ToxExpo Annual Meeting is considered confirmed once the 50% deposit is received. The 50% deposit for booth space requested during SOT's 2011 Annual Meeting must be received at SOT Headquarters by July 13, 2012. If the deposit is not received by July 13, 2012, the space will automatically be available for general sale. Space assignment is considered contractually finalized once the booth request is approved by SOT. Non-profit space assignments are made in mid-January. *The Society reserves the right to alter an Exhibitor's assigned space if it is deemed necessary in the best interest of the exhibition. Application for exhibit space is subject to the approval of the SOT Council.*

### MERGERS

In the event that an exhibiting company merges with, is acquired by, or purchases another exhibiting company, the seniority accumulated by either company (whichever is highest) will be used. Exhibit Management must be notified in writing of such changes, including a public announcement of the transaction.

### SHARING SPACE

No subletting or sharing of exhibit space is permitted. Exhibitors may not release or assign any of their contracted booth space to another company.

### **NON-CONTRACTED EXHIBIT SPACE**

Persons, companies, or organizations that have not contracted with SOT to occupy space in the exhibit hall will not be permitted to display or demonstrate products, processes or services, solicit orders or distribute advertising materials in the convention center, parking lots or in any hotel contracted by SOT. Solicitation beyond an exhibitor's booth, or by anyone other than approved exhibitors, is strictly prohibited.

### **BOOTH SPACE CANCELLATIONS OR SPACE REDUCTIONS**

Canceling exhibitors are required to provide notice in writing:

1. Email Laura Helm, Exhibits Manager at [laura@toxicology.org](mailto:laura@toxicology.org) or
2. Send a confirming letter of cancellation or space reduction to Laura Helm, Society of Toxicology, 1821 Michael Faraday Drive, Suite 300, Reston VA 20190.

The date the exhibitor's written notice is received will be the official cancellation/reduction date. Reduction of island space dimensions after assignment has been confirmed may result in relocation of the booth space. SOT may cancel exhibitor rooms and room blocks held by company canceling booth space. It is agreed that:

- a. If the exhibitor cancels or reduces space between the date the application was received and September 14, 2012, the company will pay an administrative fee of 10 percent of the canceled space. Government agencies and nonprofits will pay an administrative fee equal to 10 percent of the canceled space.
- b. If the exhibitor cancels or reduces space between September 15, 2012 and November 16, 2012 the company will pay 50 percent of the total canceled booth space fee as liquidated damages.
- c. If the exhibitor cancels or reduces space after November 16, the company will pay 100 percent of the total contracted booth space fee as liquidated damages.
- d. If the exhibitor cancels and the Society is able to sell out the hall with for-profit exhibit space, there will be an administrative fee of \$300. The balance of monies received will be refunded.
- e. Space not claimed and occupied by 12:00 P.M. on Monday, March 11, 2013 will be forfeited by the exhibitor, and the exhibitor will pay as liquidated damages 100% of the total contracted booth space fee.
- f. Exhibitors who fail to show up at ToxExpo 2013 will still be liable 100% of the total contracted booth space. No refunds or transfer of funds to the next show will be permitted.

### **CANCELLATION OF MEETING AND EXHIBIT**

It is mutually agreed that in the event the SOT Annual Meeting (and/or ToxExpo) is cancelled due to acts of God, war, strikes, government regulation or advisory (including travel advisory warnings by the government or World Health Organization), civil disturbance, terrorism or threats of terrorism in San Antonio, TX and the western United States as substantiated by governmental warnings or advisory notices, curtailment of transportation, epidemics, disaster, fire, earthquakes, hurricanes, unseasonable extreme inclement weather, shortages or disruption of the electrical power supply causing blackouts or rolling blackouts in San Antonio, TX or any other comparable conditions or circumstances occur either in the location of SOT's meeting or in the countries/states of origin of at least thirty percent (30%) of the

attendees or along their routes of travel, making it commercially impracticable, illegal or impossible and therefore this agreement will be terminated. In such an event the affected party shall not be liable to the other for delay or failure to perform its obligations, except there shall be a prorated reduction of any fees payable or otherwise due under this agreement and/or refund of any deposits paid.

### **THIRD PARTY CONTRACTORS**

Exhibiting companies wishing to utilize the services of third party contractors must notify Show Management and ToxExpo's official General Service Contractor with the appropriate forms (found at the ToxExpo Website) and return to Show Management and ToxExpo's official General Service Contractor by the close of business February 11, 2013. If Show Management and ToxExpo's official General Service Contractor does not receive this form by February 11, 2013, it will be assumed that your company will use the services of the General Service Contractor. All exhibitors or appointed representatives are responsible for their paperwork. If exhibitors choose to use vendors other than the official vendors listed in the Exhibitor Service Manual and the General Service Contractor, it is the exhibitor's responsibility to remind all non-official contractors that there is NO SOLICITATION allowed in the exhibit hall or meeting rooms of the Henry B. Gonzalez Convention Center during the SOT Annual Meeting and ToxExpo.

### **INSURANCE**

Exhibitors utilizing independent contractors must provide Show Management with a certificate of insurance of not less than US \$1,000,000 by February 1, 2013. All certificates of insurance must name SOT as additional insured. Exhibitors are encouraged to take out a portal-to-portal rider available at a nominal cost on their own insurance policy. This will protect them against loss through theft, fire, damage, etc.

### **LIABILITY**

The Exhibitor assumes entire responsibility and hereby agrees to indemnify and hold the Society of Toxicology, the Henry B. Gonzalez Convention Center, The General Service Contractor Inc, their agents, directors, officers, employees, and members harmless from any liability, loss, cost, expense, claim, or damage caused by or resulting from any negligent act or omission of the Exhibitor, its agents or employees. SOT shall indemnify and hold the Exhibitor, its agents, directors, officers, employees, and members harmless from any liability, loss, cost, expenses, claim, or damage caused by or resulting from any negligent act or omission of SOT, its agents, directors, officers, employees, and members. If more than one of the above mentioned parties is responsible then the liability shall be apportioned between the parties based on their respective degrees of responsibility. In addition, exhibitor acknowledges that the Society of Toxicology, the Henry B. Gonzalez Convention Center, Shepard Exposition Services do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance of not less than U.S. \$1,000,000 covering such losses by exhibitor.

SOT shall in no event be liable to an exhibitor for any lost business opportunities or for any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of SOT to the exhibitor for any breach of this contract shall be for the refund of all amounts paid by the exhibitor to SOT only pursuant to this contract, as an exclusive remedy.

## **ENFORCEMENT OF RULES AND REGULATIONS**

The Rules and Regulations of the Society of Toxicology Exhibits are intended to bring order and fairness to the medium. In addition to being subject to restriction or termination of an exhibit (see Eligibility for Exhibiting), exhibitors who violate regulations will be subject to the following sanctions:

1st violation - Loss of current year priority point.

2nd violation - Loss of one-half accrued points.

3rd violation - Loss of remainder of points.

4th violation - One year suspension of exhibit privilege.

Note: Exhibitors who dismantle before 4:45 PM, Wednesday, March 13, will be subject to a loss of priority points and/or a one-year suspension of exhibit privilege.

## **USE OF SOCIETY'S NAME, INSIGNIA, LOGO OR ACRONYM**

The use of the Society's name is forbidden on signs inside or outside the exhibit area and on descriptive product literature. Special exceptions apply: Reference may be made to the meeting as ToxExpo 2013 or the Society of Toxicology 52<sup>nd</sup> Annual Meeting (with location and dates) on the exhibitor's advertising provided it is first approved by the Society. This rule applies before, during, and after the meeting. The Society of Toxicology name, acronym, logo, and meeting name are registered trademarks of the Society and may not be used without prior written permission.

## **GENERAL CONDUCT OF EXHIBITS**

The following practices are prohibited by the Society of Toxicology:

- noisy electrical or mechanical apparatus interfering with other exhibitors;
- operation of X-ray equipment;
- canvassing or distributing any material outside the Exhibitor's own space without SOT approval;
- subleasing of exhibit space (one company name per 10' x 10' booth);
- the use of billboard advertisements and/or display of signs outside the exhibit area;
- soliciting participation in surveys or otherwise harassing registrants;
- publicizing and/or maintaining any extracurricular activities, inducements, demonstrations, or displays away from the exhibit area during the meeting and exhibit hours;
- contests or games of chance conducted on-site that violate local gambling laws;
- entry into another Exhibitor's booth without permission;
- photographing or examining another Exhibitor's equipment without permission;
- the distribution of any giveaway items (excluding items regularly manufactured by the exhibiting company) not approved by SOT and that are priced at more than \$10.00 each;
- exhibiting or selling products/services to prospects before the opening of the show;
- the smoking of cigarettes and cigars in the exhibit hall;



- the distribution of food and beverage, and candy not purchased through the Henry B. Gonzalez Convention Center;
- the playing of copyrighted music without the proper licensing;
- the displaying of live animals and/or animals in distress in videotapes or photos as part of a display or sales literature;
- Solicitation beyond an exhibitor's booth, or by anyone other than approved exhibitors, is strictly prohibited.

The Exhibitor agrees to promptly remove from its exhibit space any person or thing that Show Management determines not to be suitable or in keeping with the character of the exhibition. Relevant portions of the foregoing prohibited practices are applicable to non-exhibitors at all times.

### **AUDIO SYSTEMS**

The use of open audio systems is discouraged. Requests to use an open audio system must be approved by the Exhibit Director, and the Exhibitor must agree to discontinue its use if the sound level is deemed to be objectionable to the registrants or adjacent Exhibitors. Exhibitors are requested to staff their exhibits during show hours with personnel attired in a manner consistent with the decorum and the meeting, as well as knowledgeable in the products and policies of the company.

### **LIGHTING**

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by SOT Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the ToxExpo 2013 and SOT 52<sup>nd</sup> Annual Meeting.

### **STORAGE**

Fire regulations in the Henry B. Gonzalez Convention Center prohibit storing product, literature, empty packing containers or packing materials behind the drape line.

### **EXHIBIT AND PUBLIC POLICY**

- a. Each Exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire prevention and public safety, while participating in this show. Compliance with such laws is mandatory for all Exhibitors and the sole responsibility of the Exhibitor.
- b. Materials used in all parts of the exhibit construction, together with curtains, draperies and other decorative materials must be flameproof as prescribed by the fire ordinance of the city. The Fire Marshall will examine all exhibits and test construction and decorative materials prior to the opening of the exhibit. No combustible materials such as crepe paper, tissue paper,

cardboard or corrugated paper or board shall be used in or about or in construction of any exhibit or part of an exhibit at anytime.

- c. Nothing shall be posted, tacked, nailed or screwed or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything necessary or proper for the protection of the building, equipment or furniture will be at the expense of the Exhibitor.
- d. No Exhibitor may allow an article to be brought into, or permit any act by its employees, agents, or guests by which the premises of the Henry B. Gonzalez Convention Center shall in any manner be marred or defaced.
- e. Each Exhibitor must surrender the space occupied by it in the same condition as at the commencement of its occupation. Any damage done to the premises by the Exhibitor shall be made good to the Society or the Henry B. Gonzalez Convention Center as their interests may appear.

#### **ANCILLARY EVENTS**

Exhibitors are not permitted to conduct events of any kind during the official SOT 2013 Annual Meeting education programs or events. If you are interested in holding a meeting or event that does not conflict with SOT sponsored events, please complete the Ancillary Meeting Request form found on SOT's web site by December 14, 2012.

#### **DISTRIBUTION OF SAMPLES AND GIVEAWAYS**

All distributions either on the exhibit floor or at hotel(s) of business-like samples and giveaways is permitted provided that

- they are priced at \$10.00 a piece or less;
- there is no interference with adjoining Exhibitors;
- the items must be in good taste; and
- it is conducted in a dignified manner.

#### **PRIZE DRAWINGS**

Prize drawings are permitted on Wednesday of the show; value of the prize may not exceed \$1000 wholesale value. One prize drawing per exhibiting company.

#### **CARPETING**

All exhibit space must be carpeted, carpeting can be ordered through the General Service Contractor

#### **CONVENTION CENTER RULES AND REGULATIONS**

Exhibitor compliance with the Convention Center rules and regulations is mandatory. A copy of the rules will be included in the exhibitor service kit which will be sent to all exhibiting companies.

#### **FIRE REGULATIONS**

No volatile or flammable fluids, substances, or materials of any nature prohibited by local ordinances, the San Antonio, TX Fire Department's Fire Prevention Division or insurance carriers, may be used in any booth. The use of any type of crepe or corrugated paper is prohibited. Please see complete fire regulations to be included in the exhibitor service kit.



## DESIGN REQUIREMENTS & BOOTH INFORMATION

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### **ADA Requirements**

Each exhibitor shall be responsible for compliance with the Americans with Disabilities Act within its booth and assigned exhibit space.

### **Booth Design & Use of Exhibit Space**

Each 10' x 10' exhibit space will have an 8' high drape background, and 36" high drape dividers defining the sides of the space. Aisle carpet will be provided in the exhibit hall. Exhibitors must provide carpeting in their booth space. A booth identification sign measuring 7" x 44" and showing only Company Name will also be supplied in all linear booths.

In **Standard booth units**, all display material is restricted to a maximum height of 44" except for the back wall of the display, which is limited to 8' in height. The booth height may be maintained up to 50% of the distance from the back wall toward the front of the space. No obstructions in the front half of the booth above the height of 44" will be permitted. Models or schematic drawings of cubic content exhibits should be submitted in advance to Exhibit Management for approval. No exhibit may span an aisle by roofing or floor covering. All signs and banners are limited to 8' in height.

In **Island booth units**, bound on four sides by aisles, the full cubic content of the space may be used; however, all display material is restricted to 16' in height. Sufficient see-through areas must be provided so as not to block the view of the adjacent exhibits. Models or schematic drawings of cubic content exhibits should be submitted in advance to Exhibit Management for approval.

Hanging banners and signs must be submitted to show management for approval.

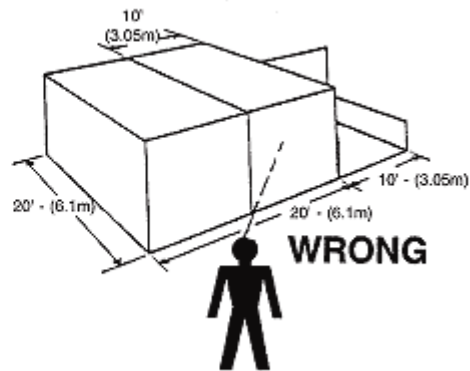
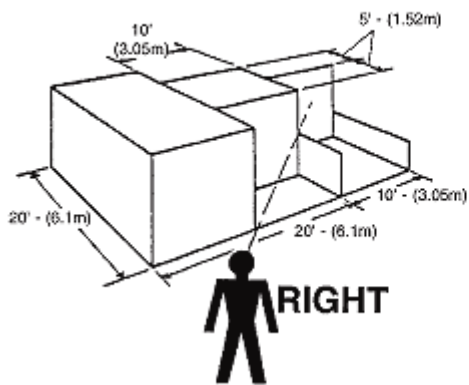
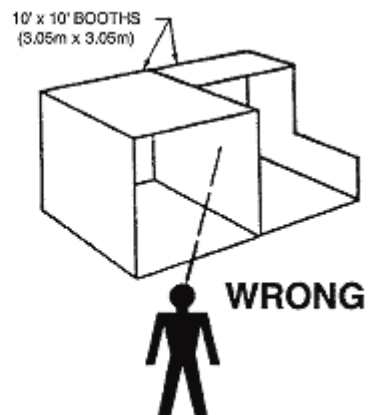
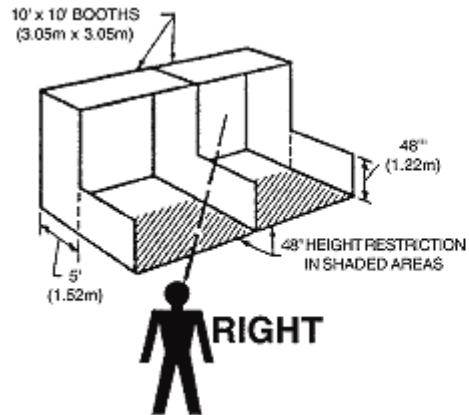
Nothing shall be posted, tacked, nailed, or otherwise attached to the walls, floors or other parts of the exhibit facility or furniture contained in the facility.

Exposed unfinished sides of exhibit backgrounds must be draped to present an attractive appearance. If such draping is not ordered, the decorator, with the approval of Exhibit Management, will install draping and charge the exhibitor.

### **Demonstration Areas**

Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the exhibit area to absorb the spectators. Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, the presentation must be limited or eliminated. Exhibitors are responsible for the safety (structural, fire, etc.) of their booths. NOTE: CyberCafes (Internet access stations) are not permitted within a company's booth space.

## Booth Schematic Diagrams





## ToxExpo EXHIBITOR LIAISON WORKING GROUP

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### **SOT Values Your Feedback!**

The purpose of the Exhibitor Liaison Working Group is to provide a communication link between SOT and its exhibitors, specifically to:

- Review and comment on current and proposed exhibit regulations;
- Review and comment on current and proposed practices affecting exhibitors;
- Advise on ways in which the exposition could be improved, from both the exhibitors' and attendees' viewpoints;
- Identify additional information useful to exhibitors; and
- Provide a forum for discussion of problems of mutual concern.

The committee has a face-to-face meeting on the Wednesday during the exposition. Exhibitors are encouraged to make their viewpoints and concerns known to SOT and/or a Working Group member.

#### **Exhibitor Liaison Working Group Members:**

John Morris – SOT Council/Treasurer  
Denise Robinson Gravatt – SOT Treasurer-Elect  
Deborah Curry – Charles River  
Jay Gizzi – Data Sciences International  
Lyric Boyle – Xenometrics  
Brent Kovach – Zenas Technologies  
Laura Helm – SOT Exhibits Manager



## 2013 Annual Meeting Sponsorship Program

Sponsorship serves as visible evidence of an organization's commitment to the Society's mission of "creating a safer and healthier world by advancing the science of toxicology." Moreover, sponsorship provides an opportunity for private, public, and not-for-profit organizations to increase overall awareness of their services and programs to SOT members and Annual Meeting attendees.

### **DIAMOND LEVEL SPONSOR - \$10,000 or more**

#### **Enhanced Diamond Sponsor Benefits:**

- o First pick of Ancillary meeting space (Diamond sponsors will have the option to reserve meeting space 1 month prior to other sponsors/ exhibitors/ affiliates)
- o Special Diamond Level acknowledgment signage in your booth at ToxExpo™
- o Prize Drawing Box in your booth at ToxExpo™ for the SOT Prize Drawings – one \$500 Prize awarded per day during the show –SOT supplies the cash, you get the traffic as attendees stop by your booth to drop their business cards in the box!
- o "Annual Meeting Sponsor Acknowledgments" will be sent by SOT to Annual Meeting Registrants *via* e-mail highlighting the name, logo, and a web link to a description of each Diamond Level Sponsor
- o Complimentary Annual Meeting Security Assessment Report provided by INA Security

#### **Other Diamond Level Acknowledgments:**

- o On-screen Visual acknowledgment at the Plenary Lecture and Award Ceremony
- o Announcement in the Special Edition SOT Newsletter, *Communiqué* Newsletter
- o Acknowledgment through signage at the Annual Meeting
- o Five Sponsor badge ribbons
- o Five invitations to the President's Reception
- o Photograph with SOT President and Council Members
- o Printed recognition in the SOT *Preliminary Program*, *Annual Meeting Program*, *ToxExpo™ Directory*, and SOT/ToxExpo™ Web sites
- o Right to host an Exhibitor/Sponsor Hosted Session in conjunction with the Annual Meeting
- o Right to host a cocktail party or a lunch (or other event not competing with those of the Society); Sponsor is responsible for catering costs

### **PLATINUM LEVEL SPONSOR - \$5,000-\$9,999**

- o Visual acknowledgment at the Awards Ceremony
- o Announcement in the Special Edition SOT Newsletter, *Communiqué* Newsletter
- o Acknowledgment through signage at the Annual Meeting
- o Three Sponsor badge ribbons
- o Three invitations to the President's Reception
- o Photograph with SOT President and Council Members to be arranged.
- o Printed recognition in the SOT *Preliminary Program*, *Annual Meeting Program*, and *ToxExpo™ Directory*
- o Right to host an Exhibitor/Sponsor Hosted Session in conjunction with the Annual Meeting
- o Right to host a cocktail party or a lunch (or other event not competing with those of the Society); Sponsor is responsible for catering costs

### **GOLD LEVEL SPONSOR - \$2,500-\$4,999**

- o Visual acknowledgment at the Awards Ceremony
- o Announcement in the Special Edition SOT Newsletter, *Communiqué* Newsletter
- o Acknowledgment through signage at the Annual Meeting
- o Two Sponsor badge ribbons

- o Two invitations to the President's Reception
- o Printed recognition in the SOT *Preliminary Program*, *Annual Meeting Program*, and *ToxExpo™ Directory*
- o Right to host an Exhibitor/Sponsor Hosted Session in conjunction with the Annual Meeting
- o Right to host a cocktail party or a lunch (or other event not competing with those of the Society); extra catering costs to be covered by the Sponsor

#### **SILVER LEVEL SPONSOR - \$2,000-\$2,499**

- o Announcement in the Special Edition SOT Newsletter, *Communiqué* Newsletter
- o Acknowledgment through signage on-site
- o One Sponsor badge ribbon
- o One invitation to the President's Reception
- o Printed recognition in the SOT *Preliminary Program*, *final Program*, and *ToxExpo™ Directory*
- o Listing on SOT Annual Meeting website
- o Right to host an Exhibitor/Sponsor Hosted Session in conjunction with the Annual Meeting
- o Right to host a cocktail party or a lunch (or other event not competing with those of the Society); Sponsor is responsible for catering costs

#### **CONTRIBUTOR LEVEL SPONSOR - \$1,000-\$1,999**

- o Announcement in the Special Edition SOT Newsletter, *Communiqué* Newsletter
- o One Sponsor badge ribbon
- o Printed recognition in the SOT *Preliminary Program*, *Final Program*, and *ToxExpo™ Directory*
- o Listing on SOT Annual Meeting Web site
- o Right to host a cocktail party or a lunch (or other event not competing with those of the Society); Sponsor is responsible for catering costs

Your sponsorship helps SOT keep registration fees low thereby enabling the Society to attract over 7,500 anticipated attendees to the Annual Meeting. Your sponsorship also will help offset the cost of functions such as the: Minority Student Program, Undergraduate Program, Student/Postdoctoral Scholar events, Continuing Education Program, Public Outreach, and the Welcome Reception. If you are interested in SOT Annual Meeting Sponsorship, contact [Tina Giovanini](#) SOT Headquarters at 703.438.3115 ext. 1454.

Additional information on sponsorship and marketing opportunities for exhibitors is available at [ToxExpo.com](http://ToxExpo.com).



## PROMOTIONAL PACKAGES

- ☐ **Promotional Package.....\$1790**  
Full Page Ad in the ToxExpo *Directory* or *Preliminary Program* or *Communiqué Newsletter*  
Three Additional Product Categories  
SOT Conference Attendee Mailing Labels (one set)
- ☐ **Superior Package.....\$2160**  
Full Page Ad in the ToxExpo *Directory* or *Preliminary Program* or *Communiqué Newsletter*  
Three Additional Product Categories  
SOT Conference Attendee Mailing Labels (one set)  
Banner Ad December—March (peak season)
- ☐ **Deluxe Package.....\$2615**  
Full Page Ad in choice of two publications –  
the ToxExpo *Directory*, *Preliminary Program*, *Communiqué Newsletter*  
Three Additional Product Categories  
SOT Conference Attendee Mailing Labels (one set)
- ☐ **Premium Package.....\$3065**  
Full Page Ad in choice of two publications –  
the ToxExpo *Directory*, *Preliminary Program*, *Communiqué Newsletter*  
Five additional Product Categories  
SOT Conference Attendee Mailing Labels (one set)  
Banner Ad December—March (peak season)

### Product Categories

Each exhibitor receives five complimentary Product Categories which provide attendees with insight into the product or services provided by particular exhibitors. The Product Categories are listed in an index in the back of the ToxExpo *Directory*, and also listed online in each exhibitor's profile. Additional categories can be purchased in quantities of 1, 3 or 8 at the rate of \$50 each.

Please complete this form and email to [tina@toxicology.org](mailto:tina@toxicology.org)

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Payment Type: ☐ American Express ☐ MasterCard ☐ VISA ☐ Check

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_





## ADVERTISING OPPORTUNITIES

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### *Increase Your Exposure to SOT Members throughout the Year*

#### **The SOT Member:**

- Is a decision maker or decision influencer: Involved in purchasing, contracting decisions (86%)
- Has a post-graduate degree (89%) or studied at post-graduate level (99%)
- Fields of Work include: biotechnology, carcinogenesis, epidemiology, genetic toxicology, immunotoxicology, infusion toxicology, inhalation, mechanisms, metals, molecular biology, mutagenicity, neurotoxicology, occupation health, pathology, pharmacokinetics, pharmacology, reproductive & developmental and others fields of work
- Is interested in the following areas: analytical, aquatic toxicology, clinical toxicology, computer/laboratory software, in vitro, in vivo, metabolic profile, pathology, quality assurance, lab animals, publications, radioactive isotopes and other areas
- Rates *Communiqué* and *Membership Directory* as #1 benefit of SOT membership

#### **Print Media**

***SOT Membership Directory:*** All SOT Members and SOT Associates receive a *Membership Directory*, which contains the names, addresses, and email addresses for over 6,000 SOT Members. The majority of members use this directory on a weekly basis and many members use it on a daily basis.

***Special Communiqué:*** More than 6,000 SOT Members receive a copy of the *Special Communiqué*, in February before the Annual Meeting. The Special Edition contains detailed information about the Annual Meeting Program and has a listing of current exhibiting companies.

***Preliminary Program:*** All SOT Members and prior Annual Meeting attendees (approximately 10,000) receive a copy of the *Preliminary Program*. The *Preliminary Program* contains information about the *Annual Meeting Program*, a registration form, and housing information. The *Preliminary Program* mailing is the largest mailing that SOT does during the year. 2013 Exhibitors and SOT Affiliates are invited to advertise in this medium.

***ToxExpo™ Directory:*** More than 7,000 anticipated attendees of the Annual Meeting receive a copy of the *ToxExpo™ Directory* at the Convention Center. Members and attendees reference this information throughout the year. Cover ads are awarded by lottery, and the deadline to enter the lottery is November 1, 2012. All 2013 Exhibitors and SOT Affiliates are invited to advertise in this medium.

#### **Web Media**

##### ***Banner Ads***

The ToxExpo™ Web site offers an opportunity for exhibitors to place a banner ad or logo with a link to the organizations URL. Ads will rotate continuously and will be sold based in four-month increments. The number of ads will be limited and sold on a first-come first-serve basis.

##### ***SOT Web Site and Hyperlinks***

A complete listing of exhibiting companies, including product listings, and booth numbers will be posted on the ToxExpo Web site. For a nominal fee, the exhibitor may purchase a hyperlink to its Web site that will be active from the time of purchase through the meeting dates. The fee for this service is only \$160 and provides continuing exposure to meeting attendees as well as to individuals who may not attend the meeting, but would like information on products and services related to toxicology. This service is only available to ToxExpo 2013 exhibitors.



## ADVERTISING INSERTION ORDER

### Membership Directory

Ads are black (one PMS color TBD)

### Communiqué Newsletter Special Issue

Ads can be PMS 286 and/or black

### Employer Ads in Communiqué

Black text only

### Preliminary Program

Ads are two PMS colors 158C and 322C

### ToxExpo™ Directory

Inside ads are one PMS color TBD

Cover ads are 4-color (awarded by lottery)

### ToxExpo™ Website

Ads are full color JPG or GIF

Size: 205 px wide x 60 px high at

72 dpi; [URL can be embedded, NO Flash, NO Animation (java or GIF)]

### Toxicological Sciences

Ads are 4-color or black only

### Acceptable File Formats

#### Ads with One PMS Color or Black Only

**PDF:** Press Quality PDF with fonts embedded, PMS color only or black only  
**TIF:** 300 dpi, grayscale.

SOT will convert to the PMS color if requested on Insertion Order

**PhotoShop EPS:** 300 dpi, PMS color only or black only

**Illustrator EPS:** PMS color only or black only, all fonts must be converted to outline

#### Ads with One PMS Color and Black

**PDF:** Press Quality PDF with fonts embedded, PMS color and black

**PhotoShop EPS:** 300 dpi, PMS color and black

**Illustrator EPS:** PMS color and black, all fonts must be converted to outline

#### Ads with Two PMS Colors

**PDF:** Press Quality PDF with fonts embedded, 2 PMS colors

**PhotoShop EPS:** 300 dpi, 2 PMS colors  
**Illustrator EPS:** 2 PMS colors, all fonts must be converted to outline

#### 4-Color Process Cover Ads

(ToxExpo™ Directory call for availability)

**PDF:** Press Quality PDF with fonts embedded, CMYK file.

**PhotoShop TIF:** 300 dpi, CMYK file

\*PMS color to be decided

### Company Information

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**Publication** (see sidebar) \_\_\_\_\_

Cost (see rate sheet) \$ \_\_\_\_\_

### Payment Method

☐ VISA ☐ MasterCard ☐ AmEx ☐ Bill Me ☐ Check Enclosed ☐ Other

Card No. \_\_\_\_\_

Name on Card \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

### Ad Size

- ☐ Full Page  
☐ Half Page Horizontal  
☐ Half Page Vertical

### Format

- ☐ PDF  
☐ Photoshop TIF  
☐ Photoshop EPS  
☐ Illustrator EPS

### Color

- ☐ Black only  
☐ Black & PMS  
☐ 1 PMS Color  
☐ 2 PMS Colors  
☐ Four Color

### Email, Mail, or Fax Insertion Order to:

SOT Headquarters  
ATTN: Tina Giovanini  
1821 Michael Faraday Drive, Suite 300  
Reston, VA 20190

Email: Tina@toxicology.org  
Tel: 703.438.3115  
Fax: 703.438.3113

**Notes:** \_\_\_\_\_

### Advertising Terms and Conditions

1. Ad payments are not commissionable. Agencies are requested to mark up net rates. All advertising rates are net. Contracts must be completed, signed, and received by the closing date with payment.
2. Cancellations or order changes are not accepted after the closing date. Cancellations prior to the closing date must be received in writing.
3. Should timely payments not be made as stated, the SOT may reject advertising copy and/or immediately cancel the advertiser's contract and the advertiser agrees to indemnify SOT for all expenses incurred in connection with the collection of amounts payable, including court costs and attorney's fees.
4. If an advertising agency places an order on behalf of an advertiser, such agency warrants and represents that it has authority to place such order. The advertiser and its agency each agree to be jointly and severally liable for charges for ads placed.
5. Advertising material specifications will remain as listed in this rate card.
6. SOT shall have full positioning latitude on all advertisements other than paid guaranteed positions.
7. SOT will not be liable for typographical errors, incorrect insertions, incorrect positions or omissions in advertising or incorrect artwork. Every effort will be made to ensure correct positioning and artwork.
8. Forwarding of an insertion order is construed as an acceptance of all published rates and conditions, and such order when accepted by SOT constitutes a contract.
9. All contracts are conditional on strikes, fires, acts of God or the public enemy, war or any cause not subject to the control of SOT, excluding the advertiser's failure or inability to perform.
10. Advertiser and agency agree that any advertisement published in SOT publications is and remains the property of SOT, and it may be used by the SOT in all media, whether now in existence or hereafter developed, in which the issue containing the ad is published, reproduced, displayed, distributed, or transmitted in whole or in part. Advertisers cannot authorize photographic or other reproductions, in whole or in part, of any such advertising copy for use in any other medium without the express written consent of SOT.
11. All advertising placed in an SOT publication is done so using the rates in effect on issue date, regardless of previous rate quotations.
12. All advertising must be relevant to the field of toxicology and is subject to approval by SOT.
13. These terms and conditions shall govern the relationship between the SOT and the advertisers and/or agency. Unless expressly agreed to in writing by the SOT, no other terms or conditions in contracts, orders, copy instructions or otherwise shall be binding on SOT.



## SOT ADVERTISING SPECIFICATIONS AND RATES FOR 2013

### Membership Directory

Ads are black (*one PMS color TBD*)

### Communiqué Newsletter Special Issue

Ads can be PMS 286 and/or black

### Employer Ads in Communiqué

Black text only

### Preliminary Program

Ads are two PMS colors 158C and 322C

### ToxExpo™ Directory

Inside ads are one PMS color *TBD*

Cover ads are 4-color (awarded by lottery)

### ToxExpo™ Website

Ads are full color JPG or GIF

Size: 205 px wide x 60 px high at 72 dpi; [URL can be embedded, NO Flash, NO Animation (java or GIF)]

### Toxicological Sciences

Ads are 4-color or black only

### Acceptable File Formats

#### Ads with One PMS Color or Black Only

**PDF:** Press Quality PDF with fonts embedded, PMS color only or black only  
**TIF:** 300 dpi, grayscale.

SOT will convert to the PMS color if requested on Insertion Order

**PhotoShop EPS:** 300 dpi, PMS color only or black only

**Illustrator EPS:** PMS color only or black only, all fonts must be converted to outline

#### Ads with One PMS Color and Black

**PDF:** Press Quality PDF with fonts embedded, PMS color and black

**PhotoShop EPS:** 300 dpi, PMS color and black

**Illustrator EPS:** PMS color and black, all fonts must be converted to outline

#### Ads with Two PMS Colors

**PDF:** Press Quality PDF with fonts embedded, 2 PMS colors

**PhotoShop EPS:** 300 dpi, 2 PMS colors

**Illustrator EPS:** 2 PMS colors, all fonts must be converted to outline

#### 4-Color Process Cover Ads

(ToxExpo™ Directory *call for availability*)

**PDF:** Press Quality PDF with fonts embedded, CMYK file.

**PhotoShop TIF:** 300 dpi, CMYK file

\*PMS color to be decided

Publication	Ad Size	Ad Dimensions	Cost	Ad Colors Available	Artwork Deadline
<b>Membership Directory</b>	Full Page	7" x 9.5"	\$1,000	Black and/or PMS TBD uncoated	June 1
	Half Page Vertical	3.5" x 9.5"	\$500		
	Half Page Horizontal	7" x 4.5"	\$500		
<b>Communiqué Newsletter Special Issue</b> (print version)	Full Page Vertical	7" x 9.5"	\$950	PMS 286 coated and/or Black	Dec. 7
	Half Page Vertical	3.5" x 9.5"	\$475		
	Half Page Horizontal	7" x 4.5"	\$475		
<b>Employer Ads in Communiqué</b> (electronic)	First 100 Words		\$400	Black	<b>Spring April 3</b> (electronic)
	Additional Words		\$100		
<b>Preliminary Program</b>	Full Page	7" x 9.5"	\$950	PMS 158 and/or PMS 322 coated	Nov. 1
	Half Page Vertical	3.5" x 9.5"	\$475		
	Half Page Horizontal	7" x 4.5"	\$475		
<b>ToxExpo™ Directory</b>	Full Page	7" x 9.5"	\$950	PMS TBD coated	Jan. 1
	Half Page Vertical	3.5" x 9.5"	\$475		
<b>Cover Ads in ToxExpo™ Directory</b>	Inside Front Cover or Inside Back Cover	7" x 9.5"	\$1,200	4-Color Process	Jan. 1
	Back Cover	7" x 9.5"	\$1,500		
<b>ToxExpo™ Web site</b>	Banner Ad JPG or GIF format  Size: 205 px wide x 60 px high at 72 dpi; [URL can be embedded, NO Flash, NO Animation (java or GIF)]	Peak Season December to March	\$425		Nov. 15
		Mid-Peak Season August to November	\$400		July 15
		Non-Peak Season April–July	\$375		Mar. 15

#### Electronic Submission:

Send to Tina@toxicology.org

**Mail Artwork to:** SOT Headquarters

ATTN: Tina Giovanini

1821 Michael Faraday Drive, Suite 300  
Reston, VA 20190

**Tel: 703.438.3115 • Fax: 703.438.3113**

\*PMS color to be decided

Page size for all publications is 8.5" x 11"

**Employer Ads:** For CRAD Job Bank and Employer Ads in the SOT Communiqué, please see website [www.toxicology.org](http://www.toxicology.org)

## TOXSCI ADVERTISING SPECIFICATIONS AND RATES

### **Toxicological Sciences (ToxSci):**

*ToxSci*, which publishes research articles, is a monthly vehicle for contacting SOT members.

Publication	Ad Size	Ad Dimensions	Cost	Ad Colors Available	Artwork Deadline
ToxSci	Full Page 4-Color	7" x 10"	\$2,673	4-Color Process	Monthly
	Half Page 4-Color	7" x 4"	\$2,154		
	Quarter Page 4-Color	3" x 4"	\$1,292		
	Double-Page Spread 4-Color	Supply as two separate full page files	\$5,080		
	Full Page B&W	7" x 10"	\$1,604	Black	
	Half Page B&W	7" x 4"	\$1,292		
	Quarter Page B&W	3" x 4"	\$780		
	Double-Page Spread B&W	Supply as two separate full page files	\$3,048		
Banner advertising is available on the journal's official website <a href="http://www.toxsci.oxfordjournals.org">www.toxsci.oxfordjournals.org</a> , inquiries please to Allan Kolstein					

### To advertise in *Toxicological Sciences*, please contact:

Allan Kolstein  
Oxford University Press  
Tel: 212.743.8302  
Cell: 917.207.9563

**Email:** [allan.kolstein@oup.com](mailto:allan.kolstein@oup.com)



# Society of Toxicology Application for the Use of Mailing Lists

## Membership List Information

- The SOT Membership Mailing List has approximately 6,300 names. Subsets of the Membership Mailing List are listed below. Please contact SOT Headquarters for your geographic or Specialty Section count at the time of your order.  
Total list \$900; subsets 50¢ per label  
(minimum charge of \$100).
- Nonprofit organization list rental fee is \$450; subsets 25¢ per label  
(proof of nonprofit status must be attached with this form)  
(minimum charge of \$50).

Specialty Sections and Special Interest Groups (Optional, Check All That Apply)		
<input type="checkbox"/> Biological Modeling	<input type="checkbox"/> Medical Device	<input type="checkbox"/> American Association of Chinese in Toxicology
<input type="checkbox"/> Biotechnology	<input type="checkbox"/> Metals	<input type="checkbox"/> Association of Scientists of Indian Origin
<input type="checkbox"/> Carcinogenesis	<input type="checkbox"/> Mixtures	<input type="checkbox"/> Hispanic Organization of Toxicologists
<input type="checkbox"/> Cardiovascular	<input type="checkbox"/> Molecular Biology	<input type="checkbox"/> Korean Toxicologists Association in America
<input type="checkbox"/> Clinical and Translational Toxicology	<input type="checkbox"/> Nanotoxicology	<input type="checkbox"/> Toxicologists of African Origin
<input type="checkbox"/> Comparative and Veterinary	<input type="checkbox"/> Neurotoxicology	<input type="checkbox"/> Women in Toxicology
<input type="checkbox"/> Dermal Toxicology	<input type="checkbox"/> Occupational and Public Health	
<input type="checkbox"/> Drug Discovery Toxicology	<input type="checkbox"/> Ocular Toxicology	
<input type="checkbox"/> Ethical, Legal, and Social Issues	<input type="checkbox"/> Regulatory and Safety Evaluation	
<input type="checkbox"/> Food Safety	<input type="checkbox"/> Reproductive and Development Toxicology	
<input type="checkbox"/> Immunotoxicology	<input type="checkbox"/> Risk Assessment	
<input type="checkbox"/> Inhalation and Respiratory	<input type="checkbox"/> Stem Cells	
<input type="checkbox"/> <i>In Vitro</i> and Alternatives Methods	<input type="checkbox"/> Toxicologic and Exploratory Pathology	
<input type="checkbox"/> Mechanisms		

- Mailing list requests are usually processed within one week, but can be processed within 24 hours by special request.  
(There is a \$25 rush fee.)
- A sample of the mailing for which the labels are to be used must be enclosed for approval, and must reference the 2013 SOT Annual Meeting and ToxExpo.
- Orders must be PRE-PAID; no purchase orders will be accepted.

## Mailing List(S) Request(S):

- ☐ Membership List (Select type of Labels below)
- ☐ Pressure-sensitive
- ☐ Electronic File\* USA \_\_\_ Canada \_\_\_ Non-USA \_\_\_
- ☐ Annual Meeting Attendee List (Select type of Labels below)
- ☐ Pressure-sensitive
- ☐ Electronic File\* USA \_\_\_ Canada \_\_\_ Non-USA \_\_\_
- (available beginning February 8 of the year of the Meeting)
- ☐ Combination of categories above
- ☐ Pressure-sensitive
- ☐ Electronic File\* USA \_\_\_ Canada \_\_\_ Non-USA \_\_\_

\* Electronic files are formatted in Ascii or Excel and will only be sent to third-party mail house addresses.

Please e-mail your third party mail house's contact name, address, telephone, fax and e-mail to [sothq@toxicology.org](mailto:sothq@toxicology.org).

Date mailing labels are needed: \_\_\_\_\_

## Agreement

I hereby apply to the Society of Toxicology for a set of mailing labels of the Society's membership and/or the SOT Annual Meeting registrants. Enclosed is a payment for the fee. In accordance with Article II of the Society of Toxicology Bylaws, which states the professional objectivity and political neutrality of the Society, I agree not to take any action that would convey the impression that the Society is identified with a particular position, or point of view on policy or political issues, or product or service being advertised. I agree not to use the name of the Society in any way that identifies the Society with the purpose or use to which I put the mailing labels provided to me by the Society. In addition, I understand these labels are provided for ONE-TIME USE and are not to be reproduced for distribution.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization/Affiliation: \_\_\_\_\_

Department: \_\_\_\_\_

Address (Federal Express and U.P.S. can not deliver to P.O. Boxes): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

## Payment Method (Virginia residents must add 5% sales tax. No purchase orders will be accepted. Orders must be pre-paid.)

Enclosed is a payment to purchase the labels.

Charge my: AMERICAN EXPRESS

Cardholders Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Mail application to: Society of Toxicology, Mailing Lists, 1821 Michael Faraday Drive, Suite 300, Reston, VA 20190-5348

Email: [sothq@toxicology.org](mailto:sothq@toxicology.org), Fax: 703.438.3113, Telephone: 703.438.3115, Ext. 1601

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## Annual Meeting Attendee List Information

- SOT Annual Meeting Preregistrant List will be available beginning February 6, with the first delivery date of February 8 of the year of the meeting.  
The list costs \$990 (regardless of count).
- SOT Annual Meeting Mailing Lists may be compiled by selecting up to 12 of the categories listed below.  
Check with SOT Headquarters for the total count within each category at the time of your order.

Combination of Categories, Circle All That Apply: (Optional, For Annual Meeting Attendee List Only)		
<b>A. Type of Organization:</b>	27. Dermal Toxicology	54. Stem Cells
1. Academia	28. Drug Discovery Toxicology	55. General Toxicology
2. Government	29. Epidemiology	56. Other
3. Military	30. Ethical, Legal, and Social Issues	<b>D. Product Interest:</b>
4. Private Industry	31. Food Safety	57. Publications
5. Other	32. Genetic Toxicology	58. Contract Services:
<b>B. Job Function:</b>	33. Immunotoxicology	a. Analytical
6. Analytical	34. Infusion Toxicology	b. Aquatic Tox.
7. Financial/Purch	35. Inhalation Toxicology	c. Clinical Tox.
8. Health and Safety	36. <i>In Vitro</i> and Alternatives Methods	d. Computer
9. Computer/Statistics	37. Mechanisms	e. <i>In Vitro</i> Toxicology
10. Mgmt Corporate	38. Medical Devices	f. Metabolic Profile
11. Mgmt-Facilities	39. Metals	g. Pathology
12. Mgmt-Personnel	40. Methods	h. Preclinical Toxicology
13. Marketing/Sales	41. Mixtures	i. Quality Assurance
14. Quality Assurance	42. Molecular Biology	j. Wildlife Toxicology
15. Regulatory	43. Mutagenicity	59. Supplies/Equipment
16. R&D-Admin.	44. Nanotoxicology	a. Analytical
17. R&D-Operations	45. Neurotoxicology	b. Clinical Chem.
18. R&D-Technical	46. Pathology	c. Hardware
19. Teaching	47. Pharmacokinetics	d. Software
20. Other	48. Pharmacology	e. <i>In Vitro</i>
<b>C. Field of Work:</b>	49. Occupational and Public Health	f. <i>In Vivo</i>
21. Biological Modeling	50. Ocular Toxicology	g. Lab Animal
22. Biotechnology	51. Risk Assessment	h. Pathology
23. Carcinogenesis	52. Regulatory and Safety Evaluation	i. Radioactive Isotope
24. Cardiovascular	53. Reproductive and Develop. Toxicology	60. Other
25. Clinical and Translational Toxicology		
26. Comparative and Veterinary		



## Hotel Accommodations

### 1) Courtyard by Marriott San Antonio Riverwalk



\$155 single/double  
207 N. St. Mary's Street  
San Antonio, TX 78205  
Tel: 210.223.8888  
Fax: 210.223.8893  
Website: [www.marriott.com/satcr](http://www.marriott.com/satcr)



Club: Marriott Rewards  
Check in: 3:00 PM  
Check out: 12:00 Noon  
6 blocks from Convention Center  
\$29.19/day valet parking  
Complimentary wireless Internet in lobby,  
complimentary wireless Internet in guest rooms

### 2) Grand Hyatt San Antonio

\* SOT Headquarters Hotel



\$249 single/double  
600 E. Market Street  
San Antonio, TX 78205  
Tel: 210.224.1234  
Fax: 210.451.6162  
Website: [www.grandsanantonio.hyatt.com](http://www.grandsanantonio.hyatt.com)



Club: Hyatt Gold Passport  
Check in: 4:00 PM  
Check out: 11:00 AM  
Adjacent to Convention Center  
\$33/day valet parking, \$25/day self parking  
Complimentary wireless Internet in lobby,  
wireless Internet in guest rooms is \$12.95/day

### 3) Hilton Palacio del Rio



\$239 single/double  
200 S. Alamo, Street  
San Antonio, TX 78205  
Tel: 210.222.1400  
Fax: 210.270.0761  
Website: [www.palaciodelrio.hilton.com](http://www.palaciodelrio.hilton.com)



Club: Hilton HHonors  
Check in: 3:00 PM  
Check out: 12:00 Noon  
Across the street from Convention Center  
\$35.50/day valet parking, \$22/day self parking  
Complimentary wireless Internet in lobby,  
wireless Internet in guest rooms is \$9.95/day

### 4) Historic Menger Hotel



\$150 single/double  
204 Alamo Plaza  
San Antonio, TX 78205  
Tel: 210.223.4361  
Fax: 210.228.0022  
Website: [www.mengerhotel.com](http://www.mengerhotel.com)



Club: Stash Rewards  
Check in: 3:00 PM  
Check out: 12:00 Noon  
2 blocks from Convention Center  
\$28/day valet parking  
Complimentary wireless Internet in lobby,  
complimentary wireless Internet in guest rooms

### 5) Holiday Inn San Antonio Riverwalk



\$155 single/double  
217 N. St. Mary's Street  
San Antonio, TX 78205  
Tel: 210.224.2500  
Fax: 210.527.9589  
Website: [www.holidayinn.com/sat-riverwalk](http://www.holidayinn.com/sat-riverwalk)



Club: Priority Club  
Check in: 4:00 PM  
Check out: 12:00 Noon  
5 blocks from Convention Center  
\$26/day valet parking, \$18/day self parking  
Complimentary wireless Internet in lobby,  
complimentary wireless Internet in guest rooms

### 6) Hotel Contessa—Suites on the Riverwalk



\$179 single/double  
306 W. Market Street  
San Antonio, TX 78205  
Tel: 210.229.9222  
Fax: 210.229.9228  
Website: [www.thehotelcontessa.com](http://www.thehotelcontessa.com)



Club: Real Prefer  
Check in: 4:00 PM  
Check out: 11:00 AM  
2 blocks from Convention Center  
\$30/day valet parking  
Complimentary wireless Internet in lobby,  
complimentary wireless Internet in guest rooms

### 7) Hotel Valencia Riverwalk



\$159 single/double  
150 E. Houston Street  
San Antonio, TX 78205  
Tel: 210.227.9700  
Fax: 210.227.9701  
Website: [www.hotelvalencia-riverwalk.com](http://www.hotelvalencia-riverwalk.com)



Club: VVIP  
Check in: 4:00 PM  
Check out: 11:00 AM  
6 blocks from Convention Center  
\$29/day valet parking  
Complimentary wireless Internet in lobby,  
complimentary wireless Internet in guest rooms

*All hotel accommodations, rates, Internet access, and parking pricing are subject to change. Early departures are subject to penalty fees set by the hotels.*

*Although we understand that making your reservations outside of the SOT hotel block can sometimes be more economical, it decreases the money available to the Society to carry out its strategic goals and may cause the Society to have to pay attrition fees for unutilized hotel rooms. In addition, the Society is unable to assist you if you have any difficulties with your room reservation, such as the hotel over-booking or misplacing your reservation.*

*SOT depends on the Annual Meeting revenue (hotel room commissions and rebates) to fund other programs throughout the year and to keep future registration fees low. Please assist the Society by making your hotel room reservation through SOT Housing Bureau.*

## Hotel Accommodations (continued)

### 8) Hyatt Regency San Antonio Riverwalk



\$229 single/double  
123 Losoya Street  
San Antonio, TX 78205  
Tel: 210.222.1234  
Fax: 210.227.4925  
Website: [www.sanantonioregency.hyatt.com](http://www.sanantonioregency.hyatt.com)



Club: Hyatt Gold Passport  
Check in: 3:00 PM  
Check out: 12:00 Noon  
3 blocks from Convention Center  
\$33/day valet parking, \$25/day self parking  
Complimentary wireless Internet in lobby,  
wireless Internet in guest rooms is \$12.95/day

### 9) La Quinta Inn & Suites Convention Center



\$162 single/double  
303 Blum Street  
San Antonio, TX 78205  
Tel: 210.222.9181  
Fax: 210.228.9816  
Website: <http://501.lq.com>



Club: LQ Rewards  
Check in: 3:00 PM  
Check out: 12:00 Noon  
2 blocks from Convention Center  
\$22.75/day valet parking, \$18.45/day self parking  
Complimentary wireless Internet in lobby,  
complimentary wireless Internet in guest rooms

### 10) Residence Inn by Marriott— Downtown/Alamo Plaza



\$155 single/double  
425 Bonham Street  
San Antonio, TX 78205  
Tel: 210.212.5555  
Fax: 210.212.5554  
Website: [www.residenceinn.com/satrw](http://www.residenceinn.com/satrw)



Club: Marriott Rewards  
Check in: 3:00 PM  
Check out: 12:00 Noon  
5 blocks from Convention Center  
\$24/day valet parking, \$24/day self parking  
Complimentary wireless Internet in lobby,  
complimentary wireless Internet in guest rooms

### 11) San Antonio Marriott Rivercenter



\$239 single/double  
101 Bowie Street  
San Antonio, TX 78205  
Tel: 210.223.1000  
Fax: 210.223.6239  
Website: [www.marriott.com/satrc](http://www.marriott.com/satrc)



Club: Marriott Rewards  
Check in: 4:00 PM  
Check out: 12:00 Noon  
1 block from Convention Center  
\$33/day valet parking, \$25/day self parking  
Complimentary wireless Internet in lobby,  
wireless Internet in guest rooms is \$12.95/day

### 12) San Antonio Marriott Riverwalk



\$239 single/double  
889 E. Market Street  
San Antonio, TX 78205  
Tel: 210.224.4555  
Fax: 210.224.2754  
Website: [www.marriott.com/satdt](http://www.marriott.com/satdt)



Club: Marriott Rewards  
Check in: 4:00 PM  
Check out: 12:00 Noon  
Across the street from Convention Center  
\$33/day valet parking, \$25/day self parking  
Complimentary wireless Internet in lobby,  
wireless Internet in guest rooms is \$12.95/day

### 13) Westin Riverwalk



\$239 Cityside/\$259 Riverside  
420 W. Market Street  
San Antonio, TX 78205  
Tel: 210.224.6500  
Fax: 210.444.6000  
Website: [www.westinriverwalksanantonio.com](http://www.westinriverwalksanantonio.com)



Club: SPG Starwood  
Check in: 3:00 PM  
Check out: 12:00 Noon  
3 blocks from Convention Center  
\$30/day valet parking, \$15/day self parking  
Complimentary wireless Internet in lobby,  
wireless Internet in guest rooms is \$13.95/day

## Legend:

	<b>Valet Parking</b>
	<b>Self Parking</b>
	<b>Fitness Center</b>
	<b>Swimming Pool</b>
	<b>Business Center</b>
	<b>In-Room Wireless</b>
	<b>In-Room Safe</b>
	<b>Gift Shop</b>
	<b>Complimentary Breakfast</b>
	<b>Restaurant</b>
	<b>AAA Rating</b>

*All hotels have Internet access.  
Hotel sales tax is currently 16.75%*

## Hotel Services





Hotel	Rewards Program	Blocks to Convention Center	Single/Double Rate	Restaurant	Complimentary Breakfast	In-Room Safe	Fitness Center	Swimming Pool	Business Center	In-Room Wireless Internet	Room Service	Gift Shop	Overnight Self Parking	Early Departure Fee	Rating
1) Courtyard by Marriott San Antonio Riverwalk	Marriott Rewards	6 Blocks	\$155	✓		✓	✓	✓					None	3-Diamond	
2) Grand Hyatt San Antonio* *SOT Headquarters Hotel	Hyatt Gold Passport	Adjacent	\$249	✓	✓	✓		✓	✓	✓	✓	✓	1 Night Room and Tax	4-Diamond	
3) Hilton Palacio del Rio	Hilton HHonors	Across Street	\$239	✓		✓	✓		✓	✓	✓	✓	\$100	4-Diamond	
4) Historic Menger Hotel	Stash Rewards	2 Blocks	\$150	✓			✓	✓	✓	✓			None	3-Diamond	
5) Holiday Inn San Antonio Riverwalk	Priority Club	5 Blocks	\$155	✓			✓		✓	✓		✓	\$50	3-Diamond	
6) Hotel Contessa—Suites on the Riverwalk	Real Prefer	2 Blocks	\$179	✓		✓	✓		✓	✓	✓		\$75	4-Diamond	
7) Hotel Valencia Riverwalk	VVIP	6 Blocks	\$159	✓		✓	✓		✓	✓	✓		None	4-Diamond	
8) Hyatt Regency San Antonio Riverwalk	Hyatt Gold Passport	3 Blocks	\$229	✓		✓	✓		✓	✓	✓	✓	1 Night Room and Tax	4-Diamond	
9) La Quinta Inn and Suites Convention Center	LQ Rewards	2 Blocks	\$162	✓	✓			✓	✓			✓	\$50	3-Diamond	
10) Residence Inn by Marriott—Downtown/Alamo Plaza	Marriott Rewards	5 Blocks	\$155		✓		✓	✓	✓	✓		✓	None	4-Diamond	
11) San Antonio Marriott Rivercenter	Marriott Rewards	1 Block	\$239	✓		✓	✓	✓	✓	✓	✓	✓	None	4-Diamond	
12) San Antonio Marriott Riverwalk	Marriott Rewards	Across Street	\$239	✓		✓	✓	✓	✓	✓	✓	✓	None	4-Diamond	
13) Westin Riverwalk	SPG Starwood	3 Blocks	\$239 CS \$259 RS	✓		✓	✓	✓	✓	✓	✓	✓	1 Night Room and Tax	4-Diamond	

All hotel accommodations and rates may be subject to change.

Early departures are subject to penalty fees set by the hotels.

Internet access and parking pricing are subject to change.



# SOT | Annual Meeting & ToxExpo™

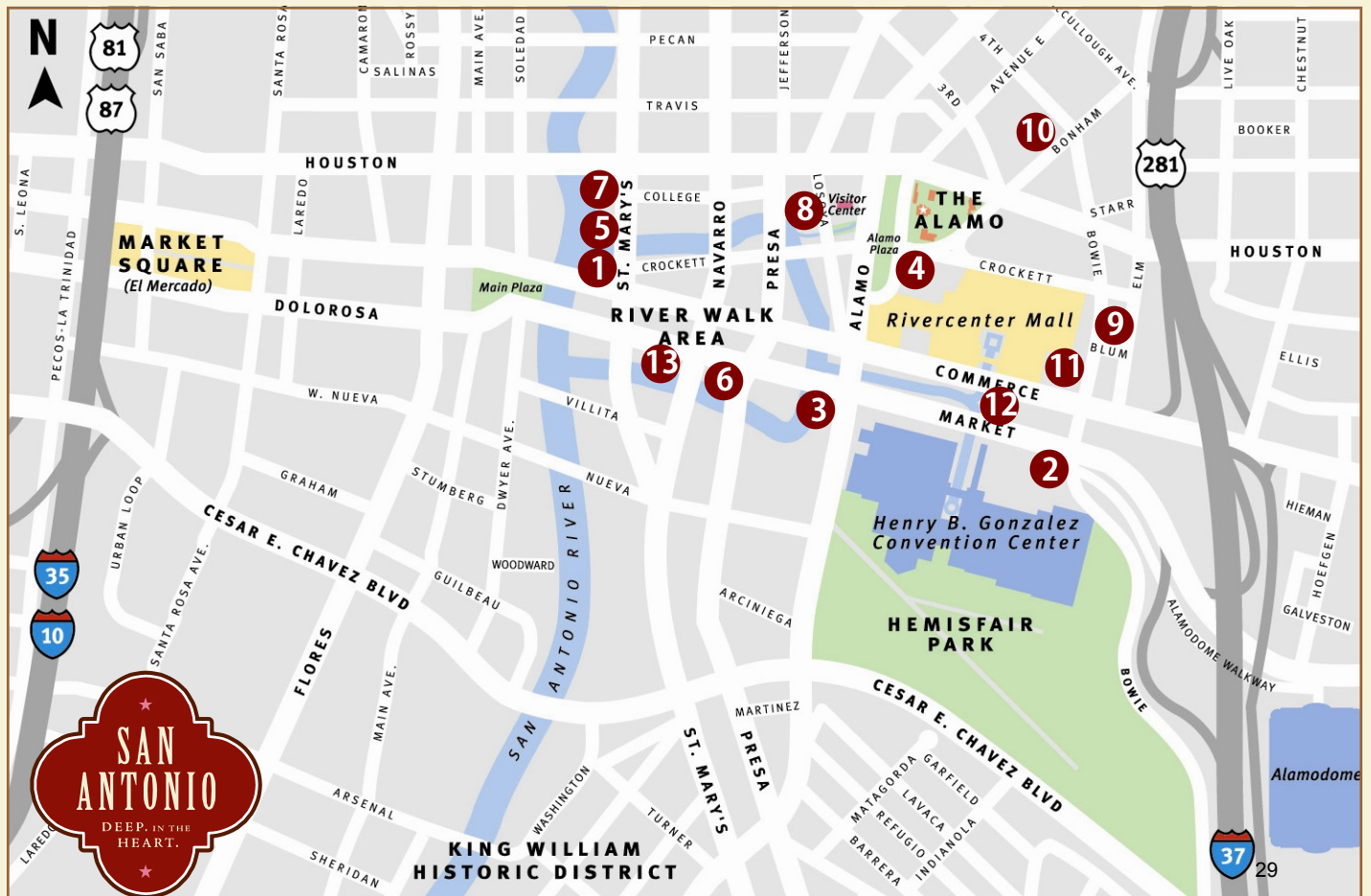
San Antonio, Texas

March 10-14 • Henry B. Gonzalez Convention Center



## 2013 SOT ANNUAL MEETING HOTEL MAP

Hotels	Addresses
1 <b>Courtyard by Marriott San Antonio Riverwalk</b>	207 N. St. Mary's, San Antonio, TX 78205
2 <b>Grand Hyatt San Antonio</b> <i>*SOT Headquarters Hotel</i>	600 E. Market, San Antonio, TX 78205
3 <b>Hilton Palacio del Rio</b>	200 S. Alamo, San Antonio, TX 78205
4 <b>Historic Menger Hotel</b>	204 Alamo Plaza, San Antonio, TX 78205
5 <b>Holiday Inn San Antonio Riverwalk</b>	217 N. St. Mary's, San Antonio, TX 78205
6 <b>Hotel Contessa - Suites on the Riverwalk</b>	306 W. Market, San Antonio, TX 78205
7 <b>Hotel Valencia</b>	150 W. Houston, San Antonio, TX 78205
8 <b>Hyatt Regency San Antonio Riverwalk</b>	123 Losoya, San Antonio, TX 78205
9 <b>La Quinta Inn &amp; Suites Convention Center</b>	303 Blum, San Antonio, TX 78205
10 <b>Residence Inn by Marriott - Downtown/Alamo Plaza</b>	425 Bonham, San Antonio, TX 78205
11 <b>San Antonio Marriott Rivercenter</b>	101 Bowie, San Antonio, TX 78205
12 <b>San Antonio Marriott Riverwalk</b>	889 E. Market, San Antonio, TX 78205
13 <b>Westin Riverwalk</b>	420 W. Market, San Antonio, TX 78205



# Housing Reservation Form



**SOT** | Society of  
Toxicology

Housing Deadline: Friday, February 8, 2013

## Reservation Methods (CHOOSE ONLY ONE OPTION)

- A. Visit [www.toxicology.org](http://www.toxicology.org) for Online Reservation  
B. Or **MAIL** Housing Form to: SOT Housing Bureau  
203 S. St. Mary's St  
Suite 200  
San Antonio, TX 78205  
C. Or **FAX** to 210.207.6702 (International and Domestic)  
D. Or **CALL** 210.207.6734 USA and International  
Hours of Operation: 8:00 AM–5:00 PM (CST) Monday–Friday

**Society of Toxicology  
52<sup>nd</sup> Annual Meeting**  
March 10–14, 2013  
San Antonio, Texas

**RESERVATIONS MUST BE RECEIVED AT THE HOUSING BUREAU BY FRIDAY, FEBRUARY 8, 2013.**

Arrival Date:	Departure Date:	
Last Name:	First Name:	MI:
Company:		
Street Address:		
City:	State/Country:	Zip/Postal Code:
Daytime Phone:	Fax:	
Email:		
<input type="checkbox"/> Non-Smoking Room Requested      ADA Special Needs: _____		

## INDICATE HOTEL CHOICE AND TYPE OF ACCOMMODATION

### HOTEL CHOICES

(in order of preference)

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

### TYPE OF ACCOMMODATIONS

(circle one)

**\*Bed type request is based on availability.**

- |  |  |
|--|--|
| <input type="checkbox"/> 1 person/1 bed  | <input type="checkbox"/> 2 people/1 bed  |
| <input type="checkbox"/> 2 people/2 beds | <input type="checkbox"/> 3 people/2 beds |
| <input type="checkbox"/> 4 people/2 beds |  |

Suites need to be booked and approved through SOT.  
Please send your request to [Heidi@toxicology.org](mailto:Heidi@toxicology.org).

If all six (6) requested hotels are unavailable, please process this reservation according to: (check one)

☐ ROOM RATE    ☐ LOCATION

## NAME(s) OF ALL ROOM OCCUPANTS

Please note that additional charges may apply to third or fourth person occupying the room. Please indicate age, if a child.

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

## RESERVATIONS/GUARANTEE

All reservations for housing must be made through the SOT Housing Bureau and NOT with the hotels directly. All housing forms must be received **by Friday, February 8, 2013**. A credit card is required with each hotel reservation request for guarantee only. Forms received without a credit card information will not be processed.

All cancellations within 72 hours prior to the day of arrival and no shows will be charged the first night's room and tax by the hotel. Early departures are subject to penalty fees set by the hotel.

**Credit Card:**    ☐ American Express    ☐ MasterCard    ☐ Visa    ☐ Discover

Account Number: \_\_\_\_\_

Expiration Date (must be valid through 3/13): \_\_\_\_\_

Name on Card (as it appears on card, please print): \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

## CONFIRMATIONS

Confirmation will be emailed, faxed, or mailed to you once your reservation has been booked. (You will not receive a confirmation from your hotel.) If you do not receive confirmation within 2 weeks, please call the SOT Housing Bureau.

## CHANGES/CANCELLATIONS

The deadline date for new reservations is Friday, February 8, 2013. Between February 9 and February 15, hotels will be downloading their lists and no changes can be made. After February 15, you may call the hotels directly to make any changes to reservations. Please ask the hotel to send you a new email or fax confirmation showing the new change.

All cancellations made within 72 hours prior to the day of arrival and no shows will be charged the first night's room and tax by the hotel. Early departures are subject to penalty fees set by the hotel.

For best availability and immediate confirmation, make your hotel reservation via Internet or by telephone. Faxed and mailed housing requests will take longer to process and your hotel selections may not be available.

**Shepard Exposition Services**

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

Event Code: T154330313

**SHOW INFORMATION****Society of Toxicology Annual Meeting/ToxExpo****March 11 - 13, 2013****Henry B. Gonzalez Convention Center  
San Antonio, Texas****BOOTH PACKAGE**

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape  
7" x 44" Cardstock Identification Sign

**\*\*Flooring is required\*\***

Show drape color(s): Burgundy, Beige

Aisle carpet color: Blue, Burgundy

**EXHIBIT SHOW SCHEDULE**

General Exhibitor Move-in:	Saturday, March 9, 2013	8:00 AM - 1:00 PM	<b>Island Booths ONLY</b>
	Saturday, March 9, 2013	1:00 PM - 5:00 PM	
	Sunday, March 10, 2013	8:00 AM - 5:00 PM	
Exhibit Hours:	Monday, March 11, 2013	9:00 AM - 4:30 PM	
	Tuesday, March 12, 2013	8:30 AM - 4:30 PM	
	Wednesday, March 13, 2013	8:30 AM - 4:30 PM	
Exhibitor Move-out:	Wednesday, March 13, 2013	4:30 PM - 11:30 PM	
	Thursday, March 14, 2013	8:00 AM - 12:00 PM	
Freight Re-route Time:	Thursday, March 14, 2013	10:00 AM	

**IMPORTANT DEADLINES**

Exhibitor appointed contractor notification deadline: Monday, February 11, 2013  
Discount price deadline for all Shepard orders: Monday, February 18, 2013  
First day for warehouse deliveries without a surcharge: Monday, February 11, 2013  
Last day for warehouse deliveries without a surcharge: Friday, March 1, 2013  
First day freight can arrive at show facility: Saturday, March 9, 2013 at 8:00 AM

**SHIPPING ADDRESSES****Advance Shipments Address**

[Exhibiting Co. Name &amp; Booth Number]

Society of Toxicology Annual Meeting/ToxExpo  
c/o UPSF/Shepard Exposition Services  
4111 NE Loop 410  
San Antonio, TX 78218-5429

**Direct Shipments Address**

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]  
Society of Toxicology Annual Meeting/ToxExpo  
Henry B. Gonzalez Convention Center  
615 Bowie St  
San Antonio, TX 78205

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY  
AND/OR ANCILLARY FORMS TO SHEPARD.



Shepard Exposition Services  
1531 Carroll Drive, NW  
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600  
Customer Service Fax: (404) 720-8755  
Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
Event Code: T154330313

## ONLINE ORDERING INSTRUCTIONS



### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center  
San Antonio, Texas


### \*\*\*ATTENTION EXHIBITORS\*\*\*

**ORDER NOW!** Follow these simple steps to order Shepard Services Online:

- 1. GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
- Click on [Society of Toxicology Annual Meeting/ToxExpo](#)
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
  - NEW users :** User name = Your Email Address (provided by Show Management)  
Password = TBD
  - Previous users :** User name = Your Email Address  
Password = Your pre-existing password
- Don't remember your password? Click the link ["Forgot your password?"](#)  
and follow the prompts to have your password sent to the registered email address.
- Once logged in, you will be prompted to review your profile information.
  - If your information is correct, click   
OR
  - If your information is not correct, please click "here" as indicated, update your profile and submit changes.
- Welcome to Shepard Online Ordering!**

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

**Shepard Customer Service**  
**(404) 720-8600**  
[atlanta@shepardes.com](mailto:atlanta@shepardes.com)



Shepard Exposition Services  
1531 Carroll Drive, NW  
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600  
Customer Service Fax: (404) 720-8755  
Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
Event Code: T154330313

**Discount Deadline: February 18, 2013**

## PAYMENT AUTHORIZATION

### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center  
San Antonio, Texas

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

#### WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - Society of Toxicology Annual Meeting/ToxExpo  
Exhibiting company name  
Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA  
Routing Number: 041000124 Account Number: 42-6061-9772  
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

#### CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

Month		Year	

Billing Address:

Security Code:

--	--	--	--	--	--

City, ST, Zip:

Name on Card:

Authorized Signature:

#### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME:

BOOTH #

COMPANY ADDRESS:

PHONE:

CITY, ST, ZIP:

FAX:

CONTACT NAME:

EMAIL:





### PAYMENT POLICY

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

**Invoices:** Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Charges:** All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

**Past Due Accounts:** The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

**Price Quotes:** Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

**Default Colors:** If skirting and carpet colors are not selected, show colors will prevail.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

### INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

### CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

### SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

### PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



Shepard Exposition Services

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Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

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Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

Event Code: T154330313

**Discount Deadline: February 18, 2013**

## THIRD PARTY PAYMENT AUTHORIZATION

Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center

San Antonio, Texas

**The following information must be completed and the form returned to Shepard by the deadline date.**

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

### SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture

☐ Exhibit Display Rentals

☐ Overhead Rigging/Labor

☐ Carpet

☐ Cleaning

☐ Installation/Dismantling Labor

☐ Material Handling \*Please complete the Material Handling Authorization Form

☐ Logistics/Transportation Notes: \_\_\_\_\_

☐ Other (please specify): \_\_\_\_\_

### THIRD PARTY INFORMATION

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_

BOOTH # \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

FAX: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:


☐

☐

☐

Credit Card #:

Expiration Date:

Month Year

Billing Address:

Security Code:

City, ST, Zip:

Name on Card:

Authorized Signature:



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Event Code: T154330313

**Deadline Date: February 11, 2013**

## EXHIBITOR APPOINTED CONTRACTOR

### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013  
Henry B. Gonzalez Convention Center  
San Antonio, Texas

**Please read the following information entirely prior to signing form and returning to Laura Helm.**

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

**The following must be completed and returned to Laura Helm at [laura@toxicology.org](mailto:laura@toxicology.org) by the deadline date.**

**All information below is required for entrance to the show floor.**

Name of Non-official Contractor: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Installation Staff Names: \_\_\_\_\_



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Event Code: T154330313

**ECONOMY BOOTH PACKAGE****Society of Toxicology Annual Meeting/ToxExpo**

March 11 - 13, 2013

Henry B. Gonzalez Convention Center

San Antonio, Texas

**Deadline Date: February 18, 2013****MAKE ORDERING SIMPLE & SAVE MONEY! ...GET THE ECONOMY BOOTH PACKAGE****BOOTH PACKAGE 10' X 10' (50447)**

Qty.	Code	Item Description	Discount	Regular	Amount
	5004606	1 - 6'L x 24"W x 30"H Skirted Table - Black	385.00	462.00	
	50020	2 - Upholstered Side Chairs			
	50091	1 - Wastebasket			
	50255	10 X 10 Carpet**			

**BOOTH PACKAGE 10' X 20' (50448)**

Qty.	Code	Item Description	Discount	Regular	Amount
	5004606	1 - 6'L x 24"W x 30"H Skirted Table - Black	522.00	626.40	
	50020	2 - Upholstered Side Chairs			
	50091	1 - Wastebasket			
	50255	10 X 10 Carpet**			

**BOOTH PACKAGE 10' X 30' (50462)**

Qty.	Code	Item Description	Discount	Regular	Amount
	5004606	1 - 6'L x 24"W x 30"H Skirted Table - Black	720.00	864.00	
	50020	2 - Upholstered Side Chairs			
	50091	1 - Wastebasket			
	50255	10 X 10 Carpet**			

**\*\* Choose carpet color for the package selected above:**
☐ Red (01)   
☐ Blue (05)   
☐ Burgundy (07)   
☐ Black (06)   
☐ Grey (10)   
☐ Teal (13)

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_**Authorized Signature:** \_\_\_\_\_

Total	\$
8.250% Tax:	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.



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Event Code: T154330313

**Discount Deadline: February 18, 2013**

## SIGNATURE SERIES PACKAGES

Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center

San Antonio, Texas

### Signature Series - We Make Exhibiting EZ!!

Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

\*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.



**GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010).

**GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop.

Discount	Regular
114.95	149.45
332.75	432.60

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.

Subtotal:	\$
8.250% Tax*:	\$
Amount Due:	\$



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**Discount Deadline: February 18, 2013**

## EXPO FURNISHINGS

### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center  
San Antonio, Texas

#### TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)  
Green (02) Blue (05) Grey (10)  
White (03) Black (06) Teal (13)

##### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	116.15	151.00	
50046			6'L X 30"H	120.00	156.00	
50050			8'L X 30"H	180.90	235.15	
50043			4'L X 42"H	141.20	183.55	
50047			6'L x 42"H	180.85	235.10	
50051			8'L x 42"H	212.60	276.40	
50052			4th Side 30"	70.60	91.80	
50171			4th Side 42"	70.60	91.80	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

##### UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	82.75	107.60	
50044		6'L X 30"H	96.85	125.90	
50048		8'L X 30"H	116.45	151.40	
50041		4'L X 42"H	93.15	121.10	
50045		6'L x 42"H	116.45	151.40	
50049		8'L x 42"H	129.90	168.85	

#### RISERS - WOODEN PLANKING, 8" WIDE

##### DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	50.10	65.15	
50084		6'L X 6"H	63.85	83.00	
50086		8'L X 6"H	80.95	105.25	
50083		4'L X 12"H	101.45	131.90	
50085		6'L x 12"H	126.25	164.15	
50087		8'L x 12"H	140.70	182.90	

##### UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	24.10	31.35	
50078		6'L X 6"H	33.90	44.05	
50080		8'L X 6"H	43.85	57.00	
50077		4'L X 12"H	46.75	60.80	
50079		6'L x 12"H	66.80	86.85	
50081		8'L x 12"H	81.60	106.10	

#### STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	72.60	94.40	
50021		Arm Chair	102.85	133.70	
50024		Stool w/back	114.95	149.45	

#### STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	21.20	27.55	
50094		Floor Easel	41.75	54.30	
50245		Literature Rack	160.45	208.60	

Literature rack styles may vary based on location and availability.



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	204.20	265.45	
50092		Coat Rack	72.50	94.25	
50093		Garment Rack	204.20	265.45	



Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	59.55	77.40	
50102		Velvet Rope, 7'	95.10	123.65	
50095		Sign Holder, 22x28	141.35	183.75	

#### SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

Code	Qty.	Item	Discount	Regular	Amount
50058		Sateen Skirting	15.90	20.65	

Please choose color from skirted table section.

Please complete the following:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Booth #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Total Expo Furnishings: \$

8.250% Tax\*: \$

Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day. Rental items not ordered but found in use in booth are invoiced at the "Regular" rate.

\* All tax rates are subject to change.

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Event Code: T154330313

**Discount Deadline: February 18, 2013****CARPETING & CLEANING****Society of Toxicology Annual Meeting/ToxExpo****March 11 - 13, 2013****Henry B. Gonzalez Convention Center  
San Antonio, Texas****EXPO CARPET - 16 OZ.****Booth Dimension x Booth Dimension = Total Sq Ft x \$1.60 per sq ft = Total Cost for Booth**

10	X	10	=	100	sq. ft.	X	\$1.60	per sq. ft.	=	\$160.00
----	---	----	---	-----	---------	---	--------	-------------	---	----------

	X		=		sq. ft.	X	\$1.60	per sq. ft.	=	
--	---	--	---	--	---------	---	--------	-------------	---	--

**Choose Color:**

Red (01)

Blue (05)

Tuxedo (50)

☐  
☐  
☐


Black (06)

Teal (13)

Burgundy (07)

☐  
☐  
☐


Qty.	Item	Discount	Regular	Amount
	16oz Carpet (50006)	1.60	2.10	

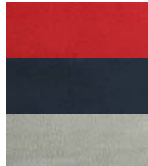
Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

**PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING****Choose Color:**

Red (01)

Deep Navy (22)

Silver Cloud (18)

☐  
☐  
☐


Black (06)

Charcoal (17)

Peacock (32)

☐  
☐  
☐


Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	5.70	7.40	
46003	Rental 1000+/sq.ft	4.85	6.30	
46002	Purchase/sq.ft.	14.50	18.85	

Minimum 100 sq. ft. is required. No refunds on cancellations.

Rental includes installation and removal.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

**PADDING & VISQUEEN**

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	0.90	1.15	
50008	1" Padding	2.10	2.75	
50010	Visqueen	0.35	0.45	

**BOOTH DIMENSIONS****What is your booth size (ft.)?**

	X		=		sq. ft.
--	---	--	---	--	---------

**BOOTH CLEANING - Minimum 100 sq.ft.**

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47011	Vacuum Once	0.37	0.50	
47012	Daily Vacuum	1.11	1.45	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

**PERIODIC PORTER SERVICE**

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030T	Porter Svc Once	0.50	0.65	
47031T	Daily Porter Svc	1.45	1.90	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are taxable for this show.

Total Carpeting & Cleaning	\$
8.25% Tax*	\$
Amount Due:	\$

**Company Name:****Booth #:****Contact Name:****Phone #:****Authorized Signature:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.



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**Discount Deadline: February 18, 2013**

## SPECIALTY FURNISHINGS/ACCESSORIES

### Society of Toxicology Annual Meeting/ToxExpo

**March 11 - 13, 2013**  
**Henry B. Gonzalez Convention Center**  
**San Antonio, Texas**

#### SPECIALTY CHAIRS AND TABLES



**36" Diameter  
30" or 42" H**

**24" W x 18" H**

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	77.20	100.35	
51090		Director's Stool	138.05	179.45	
50032		Ped. Table, 30"	202.85	263.70	
51089		Ped. Table, 42"	202.85	263.70	
50030		Rnd Side Table	98.15	127.60	
50031		Sq. Side Table	98.15	127.60	

#### SHOWCASES



Full View



Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	769.45	1000.30	
50068		Full View 6'	848.70	1103.30	
50069		Quarter View 4'	769.45	1000.30	
50070		Quarter View 6'	848.70	1103.30	

Colors and styles of showcases may vary depending on location and availability.

#### MISCELLANEOUS ITEMS



	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	45.00	58.50	
50098		Refrigerator	585.95	761.75	
50088		8' Upright	27.00	35.10	
50089		8' Crossbar	17.95	23.35	

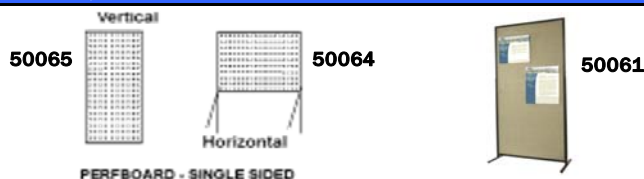
#### GRID AND GRID ACCESSORIES



	Qty.	Size	Discount	Regular	Amount
50236		2'X8' w/legs, each	183.90	239.05	
50237		2'X8' w/o legs, each	137.90	179.25	
50242		7-Ball Waterfall	12.65	16.45	

Other accessories available, please call customer service for more information.

#### 1/4" PERFBOR & VELCRO TACK BOARD



	Qty.	Item	Discount	Regular	Amount
50065		4'X8' Vert., 1/4"holes	248.30	322.80	
50064		4'X8' Horz., 1/4"holes	248.30	322.80	
50104		6" Hooks (12)	40.55	52.70	
50060		4' X 8' Horz.	249.10	323.85	
50061		4' x 8' Vert.	249.10	323.85	

#### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	18.35	23.85	
50074		3' High	14.45	18.80	

Choose Color: Minimum 4' panel rental required.

☐ Red (01)    ☐ Blue (05)    ☐ Grey (10)  
☐ White (03)    ☐ Black (06)    ☐ Burgundy (07)

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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\* All tax rates are subject to change.

Total Specialty Furnishings/Accessories:	\$
8.250% Tax*:	\$
Amount Due:	\$





Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

Event Code: T154330313

**Discount Deadline: February 18, 2013**

## EXECUTIVE FURNITURE

Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center

San Antonio, Texas

### COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
<b>Key West - Black</b>				
	SOM	742.20	964.85	
	LSM	658.05	855.45	
	OCB	539.55	701.40	
<b>Lisbon - Charcoal Leather</b>				
	SOC	975.75	1268.50	
	LSC	880.05	1144.05	
	CHC	646.60	840.60	
<b>Memphis</b>				
	MPS	698.30	907.80	
	MPC	495.50	644.15	
<b>Astro</b>				
	SOQ	908.65	1181.25	
	CHQ	600.75	781.00	
<b>Newport</b>				
	SED	1897.80	2467.15	
	LSD	847.55	1101.80	
	CHD	466.80	606.85	
<b>Miscellaneous Seating</b>				
	SO1	841.75	1094.30	
	OCU	518.50	674.05	
	OCW	1014.00	1318.20	
	OCY	252.55	328.30	
<b>Ottomans</b>				
	OSA	401.70	522.20	
	OTP	480.25	624.35	
	OTM	501.20	651.55	
	OTH	153.00	198.90	
	VIB02	115.50	150.15	



### COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
<b>Cocktail Tables</b>				
	C1E	355.80	462.55	
	C1F	325.25	422.85	
	C1C	334.75	435.20	
	COLI	212.65	276.45	
<b>End Tables</b>				
	E1E	334.75	435.20	
	E1F	304.15	395.40	
	E1C	313.75	407.90	
	EOLI	199.65	259.55	
<b>Lamps</b>				
	LA15	188.40	244.90	
	LA14	127.60	165.90	



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**Phone #:** \_\_\_\_\_

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8.250% Tax*	\$
Amount Due:	\$



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## EXECUTIVE FURNITURE

### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center  
San Antonio, Texas

#### CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
<b>Geo Tables - 29" High</b>				
	CE2 (60"L)	543.40	706.40	
	CF2 (60"L)	524.15	681.40	
	CE1 (42"L)	375.00	487.50	
	CF1 (42"L)	355.80	462.55	
<b>Graphite Nebula - 29" High</b>				
	CB2 (6'L)	585.45	761.10	
	CB3 (8'L)	709.80	922.75	
	CB1 (42"RND)	480.20	624.25	
<b>Mahogany - 29" High</b>				
	CC6 (6'L)	543.40	706.40	
	CC7 (8'L)	669.55	870.40	
	CC8 (10'L)	1065.60	1385.30	
	CC5 (42"RND)	477.55	620.80	
<b>Miscellaneous Conf. Table - 29" High</b>				
	CG1 (42"RND)	386.40	502.30	



#### CONFERENCE CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Panton</b>				
	OTO	573.90	746.05	
	SC9	252.55	328.30	
<b>Luxor - Black Leather</b>				
	XC3	470.70	611.90	
	XC2	510.80	664.05	
	XC1	543.40	706.40	
<b>Altura - Black Crepe</b>				
	XC6	419.00	544.70	
	XC5	461.05	599.35	
	XC4	501.20	651.55	
<b>Brewer</b>				
	SC3	223.85	291.00	
	SC2	223.85	291.00	
<b>Miscellaneous Chairs</b>				
	SC8	208.50	271.05	
	SC1	239.10	310.85	
	SC4	239.10	310.85	
	SC6	292.75	380.60	



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**Authorized Signature:** \_\_\_\_\_

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## EXECUTIVE FURNITURE

**Society of Toxicology Annual Meeting/ToxExpo**

**March 11 - 13, 2013**

**Henry B. Gonzalez Convention Center**

**San Antonio, Texas**

### BAR TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 42" High</b>				
	VTN	315.75	410.50	
	VTM	315.75	410.50	
<b>30" Round x 42" High</b>				
	VTK	304.60	396.00	
	VTJ	304.60	396.00	
	VTF	345.45	449.10	
	VTC	304.60	396.00	
	WTJ	386.25	502.15	
	WTF	425.40	553.00	



VTN



VTM



VTK



VTJ



VTF



VTC



WTJ



WTF

### BARS

Qty.	Item	Discount	Regular	Amount
<b>Martini Bars - 47" High</b>				
	BR1	1770.05	2301.05	
	BRC	5094.85	6623.30	



BR1



BRC

### BAR STOOLS

Qty.	Item	Discount	Regular	Amount
<b>Ohio - Chrome, 31" High</b>				
	BS3	232.15	301.80	
	BS2	232.15	301.80	
	BS1	232.15	301.80	
<b>Banana - Chrome, 30" High</b>				
	BST	312.10	405.75	
	BSS	312.05	405.65	
<b>Oslo - 30" High</b>				
	BSD	325.05	422.55	
	BSC	325.05	422.55	
<b>Miscellaneous</b>				
	BSL (29"H)	247.00	321.10	
	BSN (29"H)	351.00	456.30	
	BCE (32"H)	287.85	374.20	



BS3



BS2



BS1



BST



BSS



BSD



BSC



BSL



BSN



BCE

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8.250% Tax*	\$
Amount Due:	\$





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## EXECUTIVE FURNITURE

### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

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#### CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>36" Round x 29" High</b>				
	ZTP	293.45	381.50	
	ZTN	293.45	381.50	
	ZTM	293.45	381.50	
	XTP	395.60	514.30	
	XTN	395.60	514.30	
	XTM	395.60	514.30	
<b>30" Round x 29" High</b>				
	ZTK	263.80	342.95	
	ZTJ	263.80	342.95	
	XTK	364.05	473.25	
	XTJ	364.05	473.25	
	XTF	401.10	521.45	



ZTP-36"  
ZTK-30"



ZTN-36"  
ZTJ-30"



ZTM-36"



XTP-36"  
XTK-30"



XTN-36"  
XTJ-30"



XTM-36"



XTF-30"

#### STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
<b>Stacking Chair, 37" High</b>				
	CS8	141.15	183.50	
	CS9	141.15	183.50	
<b>Altura - Black Crepe</b>				
	SY1	254.45	330.80	
	DF1	377.05	490.15	

CS8



CS9



SY1



DF1



#### PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
<b>Product Display</b>				
	PMB36	340.25	442.35	
	PMB42	401.00	521.30	
	PDK	585.45	761.10	
	PDL	598.75	778.40	
	BC6	434.55	564.90	
	BC7	425.40	553.00	
	ET1	434.55	564.90	
	ET2	434.55	564.90	
<b>Training Room</b>				
	CP5	508.95	661.65	
	PO3	609.25	792.05	
	PO1	386.25	502.15	
	WD2	447.65	581.95	
	CO4	386.25	502.15	
<b>Lateral Files</b>				
	L26	538.70	700.30	
	L27	508.95	661.65	
<b>Refrigerator</b>				
	R1Q	354.75	461.20	

PEDESTALS

COLOR

SIZE

Graphite

PDL

PMB36

Black

24"Lx24"Dx36"H



PDH

Graphite

24"LX24"DX42"H

PDK

Graphite

30"LX30"DX42"H

PDL

Black

24"LX24"DX42"H



BC6



BC7



ET1



ET2



CP5



PO3



PO1



WD2



CO4



L26



L27



R1Q



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
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Amount Due:	\$



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Customer Service Email: [lrubin@shepardes.com](mailto:lrubin@shepardes.com)

Event Code: T154330313

**Discount Deadline: February 8, 2013**

## EXHIBIT SOLUTIONS BOOTH RENTALS

**Society of Toxicology Annual Meeting/ToxExpo**

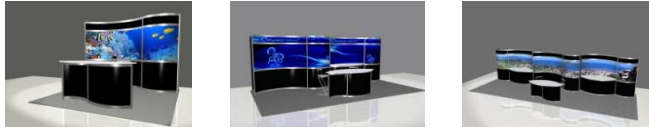
**March 11 - 13, 2013**

**Henry B. Gonzalez Convention Center  
San Antonio, Texas**

### EXHIBIT BOOTH RENTALS

Code	Qty.	Description	Discount	Regular	Amount
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#### The San Diego



66250		10' x 10'	2758.70	3586.30	
66251		10' x 20'	4527.20	5885.35	
66252		10' x 30'	8488.50	11035.05	

#### The Chicago



66253		10' x 10'	2652.75	3448.60	
66254		10' x 20'	3713.65	4827.75	
66255		10' x 30'	5039.40	6551.20	

#### The Salt Lake City

66256		10' x 10'	1697.65	2206.95	
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#### The Saint Louis

66265		10' x 10'	1478.45	1922.00	
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#### The Las Vegas

66268		20' x 20' Island	9896.25	12865.15	
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#### The Phoenix

66269		10' x 10'	3112.40	4046.10	
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#### The Detroit

66257		10' Truss Unit	7066.70	9186.70	
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Code	Qty.	Description	Discount	Regular	Amount
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#### The Los Angeles



66259		10' x 10'	1831.25	2380.65	
66260		10' x 20'	3395.45	4414.10	
66261		10' x 30'	5128.45	6667.00	

#### The New York



66262		10' x 10'	2405.10	3126.65	
66263		10' x 20'	4567.00	5937.10	
66264		10' x 30'	6932.25	9011.95	



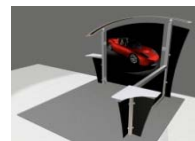
Salt Lake City



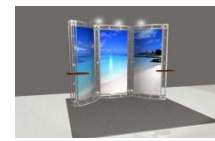
Saint Louis



Las Vegas



The Phoenix



The Detroit

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652. Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
8.250% Tax*	\$
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## EXHIBIT SOLUTIONS ACCESSORIES

### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center  
San Antonio, Texas

#### ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Showcases</b>					
66270		Quarterview	983.20	1278.15	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66271		Triangular	898.45	1168.00	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66272		Square	1061.10	1379.45	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
<b>Reception Counters</b>					
66274		RC1	2108.90	2741.55	
Please choose color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	779.35	1013.15	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66276		RC3	1690.60	2197.80	
<b>Computer Stands</b>					
66285		CS1	983.20	1278.15	
66286		CS2	573.00	744.90	
<b>Literature and Product Display</b>					
66277		Gondola	520.65	676.85	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66278		GL1	919.60	1195.50	
66279		GL2	870.10	1131.15	
66280		LS1	277.70	361.00	
66281		LS2	183.85	239.00	
<b>Locking Cabinets</b>					
66282		LC1	728.65	947.25	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66283		LC2	884.25	1149.55	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					
66284		LC3	537.60	698.90	
Please choose color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

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Department at 404-720-8757.



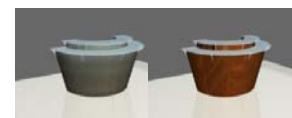
**Quarterview Showcase**  
4' 6" W x 1' 9" D x 3' 3" H



**Triangular Showcase**  
1' 9" W x 1' 9" D x 7' H



**Square Showcase**  
1' 9" W x 1' 9" D x 7' H



**RC1**  
7' 9" W x 3' 5" D x 3' 9" H



**RC2**  
4' 9" W x 2' 3" D x 3' 3" H



**RC3**  
5' 3" W x 3' 3" D x 3' 6" H



**CS1**

**CS2**

CS1 - 3' W x 1' 9" D x 6' 3" H  
CS2 - 2' 3" W x 1' 6" D x 6' 3" H



**Gondola**

3' 6" W x 1' 9" D x 5' H



**GL1**

**GL2**

GL1 - 5' 4" W x 1' 3" D x 8' H  
GL2 - 4' 3" W x 1' 3" D x 7' H



**LS1**

**LS2**



**LC1 - 1 meter wide**  
3' 6" W x 1' 9" D x 3' 6" H



**LC3**  
3' 9" W x 2' 3" D x 3' 6" H



**LC2 - 1.5 meters wide**  
5' W x 1' 9" D x 3' 6" H

Please complete the following:

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**Phone #:** \_\_\_\_\_

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Subtotal \$

8.250% Tax\*: \$

Amount Due: \$

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## EXHIBIT SOLUTIONS TRAFFIC BUILDER

**Society of Toxicology Annual Meeting/ToxExpo**

**March 11 - 13, 2013**

**Henry B. Gonzalez Convention Center  
San Antonio, Texas**

### TRAFFIC BUILDER RENTALS

## INCREASE ATTENDEE TRAFFIC TO YOUR BOOTH!!!

Looking for ways to engage attendees? This compact, custom electronic charging unit does it all. With four separate stations to charge virtually any type of electronic device, this unit sits easily in your booth space with your custom message and it's flashing light, providing an often needed convenience on the show floor to potential prospects and customers.

Please note electricity must be ordered separately - you may find the form in the Utilities section of the service manual.

### Phone Charging Station

Code	Qty.	Discount	Regular	Amount
66430		1754.50	2280.85	

Items included in package: (2) 12"W x 30" H double-sided banners:

- ~ (1) - one displaying the text Phone Charging Station on your background artwork
- ~ (1) - one with any logos, text or artwork of your choice.

Info on the ports of the unit:

- ~ 4 ports: 2 "Lenmar" 6 port USB Hub Charging Stations and 2 iPhones
- \* The lenmar can simultaneously charge up to 6 USB compatible devices, including cell phones, MP3 players, PDA's, Blue Tooth headsets, etc.
- \* The phones that it can charge are Motorola RAZR/Q, Blackberry, Samsung, LG, Mini USB, and Macro USB

### Artwork Submission Information

Submit your company logo/branding by one of the following:

- ~ Email attachment (4 mgs or smaller to [lrubin@shepardes.com](mailto:lrubin@shepardes.com))
- ~ FTP (.zip compression), for FTP information call 404-720-8652
- ~ CD-ROM, mail to address at top of page

*When sending disks, please label them with the following:*

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline



**Please fax completed form to Exhibit Solutions Department at 404-720-8757.**

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
8.250% Tax*	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.



## LABOR JURISDICTIONS SAN ANTONIO, AUSTIN, SOUTH TEXAS

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### **LABOR**

Texas is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### **EXHIBIT LABOR JURISDICTION**

Exhibitors may set their own displays without the assistance of union labor, provided the exhibitor uses full time employees of their company. Any labor services that may be required beyond what the full time employees can provide, must be provided by Shepard Exposition Services.

### **MATERIAL/FREIGHT HANDLING JURISDICTION**

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Exhibitors may hand carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Only full time employees of the exhibiting company may unload their own cars, mini vans, or pick up trucks.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

### **GRATUITIES /BREAKS**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

### **IN GENERAL**

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

### **SAFETY**

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.





Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

Event Code: T154330313

**Discount Deadline: February 18, 2013**

## LABOR ORDER FORM

### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center

San Antonio, Texas

#### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

**Please complete the following:**

Are you requesting this labor for assembling your hanging sign? ☐ Yes ☐ No

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling

Date of installation: \_\_\_\_\_

Requested start time: \_\_\_\_\_

Est. Hours \_\_\_\_\_

Date of dismantling: \_\_\_\_\_

Requested start time: \_\_\_\_\_

Est. Hours \_\_\_\_\_

I will need Shepard Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066T		ST	77.25	100.45	30% **	
68067T		OT	116.00	150.80	30% **	
68068T		DT	154.50	200.85	30% **	

**\*\*Supervisory fee is 30% of total cost or \$60, whichever is greater.**

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060T		ST	77.25	100.45	
68061T		OT	116.00	150.80	
68062T		DT	154.50	200.85	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantling: 68073

#### Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM

OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

**If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:**

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
68080T		SQ. FT.	1.00	1.30	
68079T		MINIMUM	154.50	200.85	

Booth size: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_

Carpet install date/time: \_\_\_\_\_

**Please note:**

- Hours are based on estimates, you will be invoiced for actual time incurred.

- Requested times are not guaranteed and are based on availability.

- Minimum one hour will be charged. Additional time will be billed in half-hour increments.

Subtotal \$ \_\_\_\_\_

8.250% Tax: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

#### SHEPARD SUPERVISION INFORMATION

**Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.**

#### Inbound Freight Information

Carrier Company Name: \_\_\_\_\_

# of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_

Is shipment? ☐ Crated ☐ Uncrated

Tracking/Pro #: \_\_\_\_\_

Estimated arrival date: \_\_\_\_\_

Shipment to arrive at: ☐ Warehouse ☐ Show site

#### Outbound Freight Information

Carrier Company Name: \_\_\_\_\_

Deliver Shipment To: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Type of Service (air, van line, ground, etc.): \_\_\_\_\_

**If for any reason your shipment is not picked up by your carrier, please choose one of the following options:**

Force freight through preferred carrier: ☐

Send shipment back to Shepard warehouse: ☐ (\$400 min. fee)

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: \_\_\_\_\_ x \_\_\_\_\_

Forklift required? ☐ Yes ☐ No

Carpet is? ☐ owned ☐ rented from Shepard

Carpet padding? ☐ Yes ☐ No

Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

#### Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment

☐ Booth Cleaning ☐ Telephone/Internet

#### Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)

☐ Electrical drawings are attached

☐ Electrical drawings are with exhibit in crate number

☐ Electrical drawings were sent to the official contractor

#### On-site Exhibitor Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Hotel: \_\_\_\_\_

Arrival date/time: \_\_\_\_\_

Departure date/time: \_\_\_\_\_

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

\* All tax rates are subject to change.



Shepard Exposition Services  
1531 Carroll Drive, NW  
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600  
Customer Service Fax: (404) 720-8755  
Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
Event Code: T154330313

# GROUND RIGGING/FORKLIFT RENTAL

## Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013  
Henry B. Gonzalez Convention Center  
San Antonio, Texas

**Discount Deadline: February 18, 2013**

### GROUND RIGGING FORKLIFT RENTAL

**DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.**

Please complete the following: # of pieces to be spotted \_\_\_\_\_ Heaviest piece to be spotted \_\_\_\_\_  
Requested date/time: \_\_\_\_\_ (times are not guaranteed)

Description of work to be performed: \_\_\_\_\_

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	274.15	356.50	
35039		Overtime Hourly Rental	332.75	432.50	
35067		Double-time Hourly Rental	391.00	508.25	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	548.30	712.75	
35049		Overtime Hourly Rental	665.50	865.25	
35069		Double-time Hourly Rental	781.95	1016.50	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	822.40	1069.00	
35066		Overtime Hourly Rental	998.25	1297.75	
35070		Double-time Hourly Rental	1172.95	1524.75	

### CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM  
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM  
DT - Double time: All other hours and holidays

### RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING FOREMAN LABOR PER MAN HOUR</b>					
35085		Straight-time Hourly Rate	96.56	125.55	
35086		Overtime Hourly Rate	145.00	188.50	
35099		Double-time Hourly Rate	193.13	251.05	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	77.25	100.45	
35100		Overtime Hourly Rate	116.00	150.80	
35101		Double-time Hourly Rate	154.50	200.85	

### PLEASE NOTE:

Rate structure includes lift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

### PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

\* All tax rates are subject to change.

Subtotal	\$
8.250% Tax*	\$
Amount Due:	\$



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

Event Code: T154330313

**Discount Deadline: February 18, 2013**

## SIGN ORDER FORM

### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center

San Antonio, Texas

#### SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	155.80	202.55	
70010		Horz., 22" x 28"	155.80	202.55	
70011		Vertical, 28" x 44"	237.40	308.60	
70012		Horz., 28" x 44"	237.40	308.60	
70025		Meterboard, 39" x 90.75"	480.45	624.60	
<b>Accessories</b>					
70017		Blank Foamcore, 4'x 8'	42.35	55.05	
70021		Velcro, per ft. min. 5 ft.	2.80	3.65	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	19.80	25.75	
70071		grommets, per sq. ft. - Horizontal	19.80	25.75	
70066		Pockets, per sq. ft. - Vertical	21.25	27.65	
70072		Pockets, per sq. ft. - Horizontal	21.25	27.65	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	46.60	60.60	

**Sign prices are based on customer supplying print-ready graphics in the requested format (see below).**

Please complete the following:

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

8.250% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

\* All tax rates are subject to change.

#### SIGN SUBMISSION INFORMATION

**Please follow these requests, so Shepard can provide the highest of quality signs for your show.**

##### File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

##### Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

##### Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

##### Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

**Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.**





Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Exhibit Solutions Sales Phone: (404) 720-8652

Exhibit Solutions Sales Fax: (404) 720-8757

Customer Service Email: [lrubin@shepardes.com](mailto:lrubin@shepardes.com)

Event Code: T154330313

Discount Deadline: February 18, 2013

## CUSTOM HANGING SIGN RENTAL

Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center

San Antonio, Texas

**Want to STAND OUT on the show floor?**

**Be seen by more attendees with a custom hanging sign rental!**

- Hanging Sign Rental includes graphics as noted, frame hardware and harness.
- Complete the "Overhead Rigging" order form to order rigging. (Labor and additional hardware to hang sign are NOT included in rate below.)
- Orders received after the discount deadline date are subject to availability and will be charged regular prices.

### STANDARD FRAMING, SIZES AND FABRIC



#### The Single Curve Hanging Sign

Code	Qty.	Description	Discount	Regular
69131		11.75'x3.25' curve/fabric - No Graphic	1,068.75	1,389.40
69132		11.75'x3.25' curve/fabric - Single-sided Graphic	1,835.80	2,386.55
69133		11.75'x3.25' curve/fabric - Double-sided Graphic	2,487.60	3,233.90



#### The S-Shape Double Curve Sign

Code	Qty.	Description	Discount	Regular
69134		23.5'x3.25' S-Shape - Single-sided Graphic	5,003.90	6,505.05
69135		23.5'x3.25' S-Shape - Double-sided Graphic	6,755.25	8,781.85



#### The Football Shape Sign

Code	Qty.	Description	Discount	Regular
69130		11.75'x3.25' Football - Graphic Outside Only	3,570.65	4,641.85

### We Make Exhibiting EZ!

Contact us for multi-show rentals, custom exhibit needs, additional hanging sign options and more!!

EXHIBIT SOLUTIONS: [lrubin@shepardes.com](mailto:lrubin@shepardes.com)

404-720-8652

Please complete the following:

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Subtotal \$

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

8.250% Tax\*: \$

Authorized Signature: \_\_\_\_\_

Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations will only be accepted 7 days prior to move-in if graphic been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

\* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)

Event Code: T154330313

## SHEPARD LOGISTICS SERVICES

### Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center  
San Antonio, Texas

**COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

#### EXHIBIT MATERIALS TRANSPORTATION

##### INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

##### SHIPPING INFORMATION

Items to be shipped

Number of Pieces

Est. Weight

Crates

Cartons (cardboard)

Cases/Trunks (fiber) (color) \_\_\_\_\_

Skids/Pallets

Carpet (color) \_\_\_\_\_

Other \_\_\_\_\_

Total Pieces

Total Wt.

Declared Value \$ \_\_\_\_\_

Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock ☐ Yes ☐ No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

##### SHIP TO

☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)

Society of Toxicology Annual Meeting/ToxExpo

c/o UPSF/Shepard Exposition Services

4111 NE Loop 410

San Antonio, TX 78218-5429

Warehouse Deadline March 1, 2013  
Date

☐ I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services

(Company Name, Booth#)

Society of Toxicology Annual Meeting/ToxExpo

Henry B. Gonzalez Convention Center

615 Bowie St

San Antonio, TX 78205

Delivery date: March 9, 2013

##### OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

##### TYPE OF SERVICE - Choose One

☐ Next Day Air

☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground

☐ Other (Truck Load, Specialized)

##### TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card



Credit Card #:

Expiration Date:

Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

Authorized Signature: \_\_\_\_\_

**FAX COMPLETED FORM TO 404-720-8733**

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

## SHIPPING LABELS


Society of Toxicology Annual Meeting/ToxExpo


### ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o UPSF/Shepard Exposition Services 4111 NE Loop 410 San Antonio, TX 78218-5429</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Society of Toxicology Annual Meeting/ToxExpo</b>	First day freight can arrive w/o a surcharge: February 11, 2013
Last day freight can arrive w/o a surcharge: March 1, 2013	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o UPSF/Shepard Exposition Services 4111 NE Loop 410 San Antonio, TX 78218-5429</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Society of Toxicology Annual Meeting/ToxExpo</b>	First day freight can arrive w/o a surcharge: February 11, 2013
Last day freight can arrive w/o a surcharge: March 1, 2013	

### DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES Henry B. Gonzalez Convention Center 615 Bowie St San Antonio, TX 78205</b>
	For: <b>Society of Toxicology Annual Meeting/ToxExpo</b>
<b>MUST NOT BE DELIVERED PRIOR TO:</b>	
<b>March 9, 2013</b>	<b>@ 8:00 AM</b>

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>C/O: SHEPARD EXPOSITION SERVICES Henry B. Gonzalez Convention Center 615 Bowie St San Antonio, TX 78205</b>
	For: <b>Society of Toxicology Annual Meeting/ToxExpo</b>
<b>MUST NOT BE DELIVERED PRIOR TO:</b>	
<b>March 9, 2013</b>	<b>@ 8:00 AM</b>

## HANGING SIGN SHIPPING LABELS

Society of Toxicology Annual Meeting/ToxExpo

### HANGING SIGN SHIPPING ADDRESS LABELS

**HANGING SIGN:** If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 4111 NE Loop 410 San Antonio, TX 78218-5429</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Society of Toxicology Annual Meeting/ToxExpo</b>
	First day freight can arrive w/o a surcharge: <b>February 11, 2013</b>
	Last day freight can arrive w/o a surcharge: <b>March 1, 2013</b>

<b>R U S H</b>	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 4111 NE Loop 410 San Antonio, TX 78218-5429</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Society of Toxicology Annual Meeting/ToxExpo</b>
	First day freight can arrive w/o a surcharge: <b>February 11, 2013</b>
	Last day freight can arrive w/o a surcharge: <b>March 1, 2013</b>



## MATERIAL HANDLING Q&A

### What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

### What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

### What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

## MATERIAL HANDLING CHARGES

### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

## SMALL PACKAGES

### What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

### How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

## CRATED~UNCRATED~SPECIAL HANDLING

### What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

### What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

### What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

### What is the difference between material handling and shipping?

**Shipping** is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

## SIGNATURE SERIES SHIPPING

### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

## LIABILITY INSURANCE

### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

## OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).



Shepard Exposition Services  
1531 Carroll Drive, NW  
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600  
Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

## MATERIAL HANDLING INFORMATION

### Society of Toxicology Annual Meeting/ToxExpo

#### MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

##### **SPECIAL HANDLING**

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials.

##### **OVERTIME**

Surcharge: 30%

35990

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

##### **LATE SHIPMENTS**

Surcharge: 25%

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

##### **UNCRATED SHIPMENTS**

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

##### **OFF-TARGET DELIVERIES**

Surcharge: 15%

35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

##### **PADDED VAN DELIVERIES**

Surcharge: \$8.00/CWT

35041

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

##### **MARSHALING YARD**

Surcharge: Maximum \$25.00

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

##### **REWEIGH OF SHIPMENTS**

Surcharge: \$25.00 per forklift load

35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

##### **EMPTY CRATE STORAGE**

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

##### **Small Package Consolidation**

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate.

##### **ENVELOPE DELIVERIES**

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

##### **SECURED STORAGE**

Surcharge: \$.80/sq. ft., Minimum \$20.00 Min. one-hour labor fee for each trip

35400

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

##### **ACCESSIBLE STORAGE**

Surcharge: Based on applicable Labor rate (refer to labor order form).

35166

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

##### **WAREHOUSE STORAGE**

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

##### **Return to Warehouse Service Fee**

Surcharge: \$20.00 per CWT, Minimum \$400.00

35005

(crated materials only, uncrated materials will not be accepted at warehouse)

##### **Storage per month**

Surcharge: \$10.00 per CWT, Minimum \$100.00

35006

##### **MOBILE SPOTTING FEE**

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.



**Shepard Exposition Services**

1531 Carroll Drive, NW

Atlanta, GA 30318

Customer Service Phone:

(404) 720-8600

Customer Service Fax:

(404) 720-8755

Customer Service Email:

[atlanta@shepardes.com](mailto:atlanta@shepardes.com)

Event Code:

T154330313

**MATERIAL HANDLING AUTHORIZATION****Society of Toxicology Annual Meeting/ToxExpo**

March 11 - 13, 2013

Henry B. Gonzalez Convention Center

San Antonio, Texas

**SHIPMENT INFORMATION****Please complete the following information:**We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site

We plan to ship on (date): \_\_\_\_\_

Our materials should arrive on (date): \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_

Origin of Shipment (city, state): \_\_\_\_\_

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please indicate number of pieces and the estimated weight:**

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

**MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET****SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs.

Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

**COMPUTATION OF MATERIAL HANDLING SERVICES**

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling				
Weight	Description		Price	Total
Direct Shipments to Showsite				
	\$94.25	\$141.50	\$122.50	
	Crated	Uncrated	Special Handling	
35030 / 35033		35043	35038	
Advance Shipments to Warehouse				
	\$105.50	\$137.25		
	Crated	Special Handling		
35010 / 35013		35036		
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)			
	\$52.75	\$105.50		
	Each carton	Min. per shipment		
35048		35045		

Signature Series Material Handling				
Weight	Description		Price	Total
Direct Shipments to Showsite				
	\$84.75	\$127.25	\$110.25	
	Crated	Uncrated	Special Handling	
35390 / 35395      35391/ / 35399      35394 / 35402				
Advance Shipments to Warehouse				
	\$95.00	\$123.50		
	Crated	Special Handling		
35393 / 35397      35392 / 35401				
Overtime				
	Overtime: 30% fee for every overtime application		30%	

**These rates include Inbound Overtime Charges****RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

**Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse.** Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

\* All tax rates are subject to change.





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## CARTLOAD MATERIAL HANDLING SERVICE

Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center  
San Antonio, Texas

### CARTLOAD SERVICE

**Cartload service includes one laborer, one cart, one trip per rate listed below.**



Code	# of trips	Item Description	Rate	Amount
<b>ROUND TRIP RATES</b>				
35158		(1) Round Trip Fee - Per Cartload	150.00	

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM  
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM  
DT - Doubletime: All other hours and holidays

Subtotal	\$	
8.250% Tax:	\$	
Amount Due:	\$	

### CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above.  
Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.



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## MARSHALLING YARD USAGE

Society of Toxicology Annual Meeting/ToxExpo

March 11 - 13, 2013

Henry B. Gonzalez Convention Center  
San Antonio, Texas

### MARSHALLING YARD USAGE

**There will be a \$20.00 fee at the marshalling yard per shipment/truck.**

If you are going to be using the marshalling yard during the show, please fill out the form below and return it to Shepard Exposition Services. Contact SES with any questions or concerns.

Code	Qty.	Item Description	Amount
35250		Marshalling Yard Use	20.00

Total :	\$
8.250% Tax*:	\$
Amount Due:	\$

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

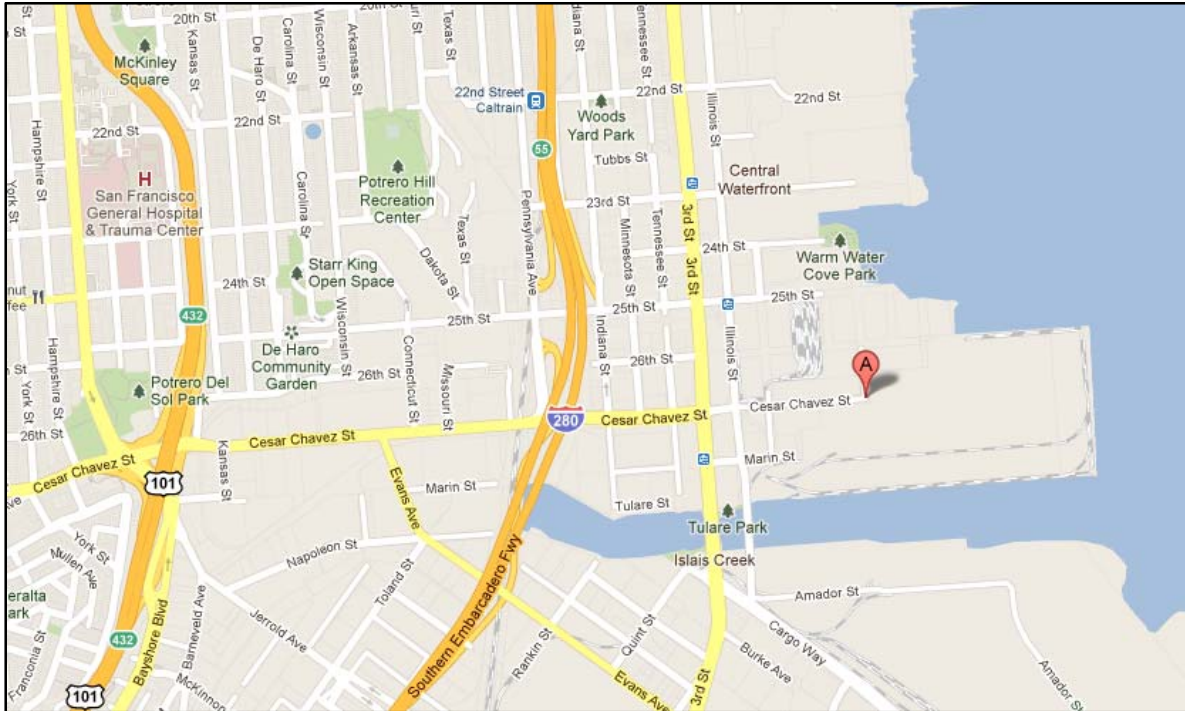
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day. Rental items not ordered but found in use in booth are invoiced at the "Regular" rate.

\* All tax rates are subject to change.

# SOT Marshaling Yard Directions

## Petro Travel Store

1112 Ackerman Rd, San Antonio, TX



### **From 35 South (Austin)**

1. From 35 South, take I-410 South.
2. Merge onto U.S. 90 East toward Houston.
3. Take exit 581 toward Ackerman Rd/Kirby
4. Merge onto I-10 Frontage Rd.
5. Turn right onto Ackerman Rd.
6. LOOK FOR SIGNS TO ENTRANCE OF MARSHALING YARD.

### **From 10 West (Houston)**

1. From I-45 North, merge onto I-10 West.
2. Take exit 581 toward Ackerman Rd/Kirby
3. Turn left onto Ackerman Rd.
4. LOOK FOR SIGNS TO ENTRANCE OF MARSHALING YARD.



## **SOT Annual Meeting & ToxExpo 2013**

Henry Gonzalez Convention Center  
San Antonio, TX USA  
March 10-14

### **Official International Freight Forwarder and Customs Broker**

#### **Agility Fairs and Events Logistics LLC**

1075 Zonolite Road, Suite 6

Atlanta, GA 30306

Tel: 404-815-8816

Fax: 404-724-9135

Contact: Margaret Churchill

E-mail: [mchurchill@agilitylogistics.com](mailto:mchurchill@agilitylogistics.com)

[www.agilitylogistics.com](http://www.agilitylogistics.com)

# International Shipping

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Agility Fairs & Events is approved by show management to handle international freight and US Customs brokerage for the **SOT Annual Meeting & ToxExpo 2013**. Some of our services include shipping international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting the freight at the conclusion of the show. We have designed our services to meet all your international transportation needs.

## ***What are the '10+2' Importer Security Filing ocean shipment regulations?***

The U.S. Department of Homeland Security must identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The ISF regulation requires that specific information about the cargo be filed with U.S. Customs (CBP) in advance of the goods being shipped.

The details required are standard in the commercial shipping process. The difference with this regulation is that these details must be filed before a shipment is made overseas, rather than once it arrives at a U.S. port. This will impact all overseas exhibitors shipping materials to the U.S. by sea freight. If these steps are not taken, U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment.

## ***What steps must be taken to satisfy the '10+2' ISF requirements?***

The following information, called the Importer Security Filing (ISF) must be filed with U.S. Customs and Border Protection (CBP) no less than 24 hours before the sailing vessel departs from the overseas port. This rule is more commonly referred to as the 10+2 Rule because of these ten pieces of information that the importer must provide along with two additional items by the shipping line (the vessel stowage plan and container location).

1. Manufacturer (or supplier) name & address
2. Seller name & address
3. Buyer name & address
4. Ship to name & address
5. Container stuffing location
6. Consolidator name & address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the U.S. (HTSUS) number (6 or 10 digit level)

Agility Fairs & Events will complete the ISF filing for all shipments sent through the Agility network. Contact Agility Fairs & Events directly: [expousa@agilitylogistics.com](mailto:expousa@agilitylogistics.com) or 404-815-8816. If you choose to use another forwarder, please make sure that they have experience and a detailed knowledge of tradeshow as well as ISF requirements related to exhibition shipments.

***When ISF is not made at least 24 hrs before the vessel sails, the freight may not be loaded and a fine of up to \$5,000 may be incurred.***

Additional information is available at [www.cbp.gov](http://www.cbp.gov) and questions may be sent to [Security Filing General@cbp.dhs.gov](mailto:Security_Filing_General@cbp.dhs.gov) or by contacting Agility Fairs and Events USA at [expousa@agilitylogistics.com](mailto:expousa@agilitylogistics.com).

### ***How is my shipment cleared through U.S. Customs?***

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in the U.S. and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the U.S. without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

### ***What documents are needed?***

In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package.  
This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the US.

When shipping by airfreight, all required documents must accompany the shipment. For ocean freight, the documents should be sent as soon as possible to Agility Fairs & Events in Atlanta.

### ***What services can Agility Fairs & Events provide at the exhibition?***

Our staff is available to assist you before, during and after the exhibition. We will confirm that your shipment has been delivered to your booth. During the exhibition, we will meet with you to confirm the return shipping instructions. We will handle all the details for you.

### ***What are the Agility Fairs & Events payment terms?***

Our terms and conditions require that all transportation services be paid to Agility Fairs & Events Logistics LLC before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card. **You can get a free estimate of shipping and import charges at [www.agilitylogistics.com/fairsevents enquiry](http://www.agilitylogistics.com/fairsevents enquiry).**

## ***How do I contact Agility Fairs & Events in my country?***

We have Agility Fairs & Events offices in most countries. If you do not see your country listed, then please contact Agility Fairs & Events USA, and we will assist you.

### **Canada**

GT Exhibitions Inc.  
6553 Mississauga Road  
Suite A  
Mississauga, Toronto  
L5N 1A6 Canada  
Contact: Paula Wilkie  
Tel: 905-821-6800  
Fax: 905-821-9206  
Email: paulawilkie@  
gtexhibitions.com

### **China**

Agility Fairs & Events /  
Trans-Link Beijing  
Room 1211, Prime Tower No. 22  
Chaowai St., Chaoyang District,  
Beijing 100020 China  
Contact: Roaddy Lu  
Tel: +86 10 6588 1961/62/63/64  
Fax: +86 10 6588 1960  
Email: RLu@agilitylogistics.com

### **Denmark**

Blue Water Shipping A/S  
Trafikhavnskaj 11  
DK-6700 Esbjerg Denmark  
Contact: Klaus Bindesboll  
Tel: +45 79 13 41 88  
Fax: +45 79 13 46 77  
Email: kip@bws.dk

### **France**

Agility Fairs & Events  
Paris Expo Porte De Versailles  
Bureau des Transitaires  
Terrasse H, 75015 Paris, France  
Contact: Abdi El Houari  
Tel: +33 1 4863 3381  
Fax: +33 1 4863 3382  
Email: AEL-Houari@  
agilitylogistics.com

### **Germany**

Agility Fairs & Events GmbH  
Cargo Center Messe Frankfurt  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt/Main  
Contact: Christian Frey  
Tel: +49 69 976714 250  
Fax: +49 69 976714 299  
Email: cfrey@agilitylogistics.com

### **Hong Kong**

Agility Fairs & Events  
22/F. CITIC Telecom Tower  
93 Kwai Fuk Road, Kwai Chung  
NT, Hong Kong SAR  
Contact: June Mea  
Tel: +852 2211 8207 / 8200  
Fax: +852 2866 2421  
Email: jmea@agilitylogistics.com

### **Italy**

Agility Fairs & Events  
Strada Vecchia Paullese 5/A  
Pantigliate, Milan 20090 Italy  
Contact: Marilena Doneda  
Tel: +39 02 269 051  
Fax: +39 02 2690 5346  
Email: mdoneda@agilitylogistics.com

### **Japan**

Agility Fairs & Events  
Segi Building 4th Floor  
7-1 Iwamotocho  
1-Chome, Chiyoda-ku  
Tokyo 101-0032 Japan  
Contact: Tokiko Inaba  
Tel: +81 (03) 5821 4617  
Fax: +81 (03) 5821 4610  
Email: expojapan@  
agilitylogistics.com

### **Korea**

Agility Fairs & Events  
18F Jangkyo Bldg.  
(South Gate 1 & 2)  
#1 Jangkyo-Dong, Jung-Ku  
Seoul, 100-760, Korea  
Contact: Jim Lim  
Tel: +82 2 2192 7426  
Fax: +82 2 539 9420  
Email: ljim@agilitylogistics.com

### **Netherlands**

Fairexx BV  
De Trompet 1540  
1967 DB Heemskerk  
Netherlands  
Contact: Paul van Zijl  
Tel: 31 251 2500 60  
Fax: 31 251 2500 65  
E-mail: paul.van-zijl@fairexx.nl

### **Spain**

Agility Logistics SA  
C/ de la Mar Gropa, 51-59  
Zona Franca, ZAL  
08040 Barcelona  
Spain  
Contact: Belina Flores  
Tel: +34 93 2970 857  
Fax: +34 93 2970 839  
Email: beflores@agilitylogistics.com

### **Sweden**

On-Site Exhibitions AB  
Box 6289  
400 60 Gothenburg,  
Sweden  
Contact: Anneli Rogbring  
Tel: +46 31 707 3070  
Fax: +46 31 707 3075  
Email: anneli@onsitegroup.se

### **Switzerland**

Agility Fairs & Events  
Bleichestrasse 27  
CH-4002 Basel  
Switzerland  
Contact: Christian Setz  
Tel: +41 61 685 9807  
Fax: +41 61 691 7036  
Email: csetz@agilitylogistics.com

### **Taiwan**

Agility Fairs & Events / Translink  
Room 5-2, 5<sup>th</sup> Floor  
No. 99, Chung Shan N. Rd  
Sec 2. Taipei  
Taiwan R.O.C.  
Contact: Frances Lin  
Tel: +886 2 2581 1133  
Fax: +886 2 2523 9449  
Email: FLinYuKuei@  
agilitylogistics.com

### **United Kingdom**

Agility Fairs & Events Logistics Ltd.  
7<sup>th</sup> Floor, 26 Elmfield Road  
Bromley, Kent BR1 1WA  
United Kingdom  
Contact: Garcia Newell  
Tel: +44 (0) 208 461 8756  
Fax: +44 (0) 208 228 1172  
Email: gnewell@agilitylogistics.com



## **SOT Annual Meeting & ToxExpo 2013 – San Antonio, TX – March 10-14**

### **Consign all international shipments and corresponding documents as follows:**

Consignee: "Exhibiting Company Name"	Notify: Agility Fairs & Events
c/o SOT 2013 Annual Meeting	1075 Zonolite Road, Suite 6
Booth No. _____	Atlanta, GA 30306
Henry Gonzalez Convention Center	E-mail: expousa@agilitylogistics.com
200 E. Market Street	Tel: 404-815-8816
San Antonio, TX 78205 USA	Fax: 404-724-9135

### **Mark all goods as follows:**

"Exhibiting Company Name"  
c/o SOT 2013 Annual Meeting  
Booth No. \_\_\_\_\_  
Henry Gonzalez Convention Center  
San Antonio, TX USA  
Made in (country of origin)

### **Arrival Deadlines:**

<b>Deadline for arrival of LCL sea freight to Houston terminal:</b>	<b>February 10</b>
<b>Deadline for arrival of FCL sea freight to Houston port:</b>	<b>February 14</b>
<b>Deadline for arrival of air freight to Houston (IAH) airport:</b>	<b>February 18</b>

*The above deadlines are based on delivery to the advance warehouse dock by February 25<sup>th</sup>.  
Please contact Agility Fairs & Events USA for deadlines based on delivery direct to the show site.*

## **SPECIAL IMPORT REQUIREMENTS FOR SCIENTIFIC EQUIPMENT**

**IMPORT RESTRICTIONS APPLY TO SOME SCIENTIFIC EQUIPMENT BEING SHIPPED INTO THE USA. PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:**

- 1) Scientific equipment for temporary import must be shipped under **ATA Carnet**. These items must be packed separately from other items, and arrive on a separate HAWB/L.
- 2) Scientific equipment for permanent import into the USA may need to satisfy FDA approval & registration requirements. Please contact Agility in Atlanta immediately with the product details. These items must be packed separately from other items, and arrive on a separate HAWB/L.
- 3) Shipments of display material must also be on separate proforma invoice, listed as a single line item 'knocked down exhibition booth'. The display material must be cleared as permanent import and pay duty – estimate 4% FOB value – so please value accordingly. These items must be packed separately from other items, and arrive on a separate HAWB/L.
- 4) Shipments of printed matter and giveaways for permanent import must be packed separately from other items, and arrive on a separate HAWB/L.
- 5) Please send all documents for show shipments to Agility Fairs & Events USA in Atlanta before the items are shipped, so the docs can be reviewed and to avoid potential issues.

### *The most important steps to take:*

#### **Preparation:**

- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs USA once arrangements are made.
- **How to ship** – Choose the method of shipment that works best for your exhibit. Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (shipments under 1 cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight for small shipments.  
**Agility cannot clear shipments sent by courier.** All international shipments must travel on an airline airwaybill. Be aware that couriers in your home country do not give out accurate U.S. Customs information.
- **Notification** – You must notify Agility Fairs & Events of the details of your shipment. List Agility Fairs & Events at the above address as the notify party on all shipping documents. All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they're issued.  
**Only then can Agility Fairs & Events clear your shipment through U.S. Customs.**

#### **Details:**

- **Labeling and Packing** – U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.
- **Wood Packing Materials** – All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by US Customs and will be re-exported at the shipper's expense.
- **Wood Products** – Lacey Act regulations ban trade in illegally sourced timber and wood products. Commercial invoices must state country of origin and genus-species of wood items shipped into USA.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover the value of your exhibit to and from the show.

**Get a free estimate of shipping & import charges at [www.agilitylogistics.com/fairseventsenquiry](http://www.agilitylogistics.com/fairseventsenquiry).**

**ELECTRICAL ORDER FORM****Advance Payment Deadline Date: 2/25/2013**

**ELECTRICAL EXHIBITION SERVICES**  
 5811 La Colonia San Antonio, TX 78218  
 Ph: (210) 662-9450 Fax: (210) 662-9640  
 sanantonio@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Society of Toxicology 52nd Annual Meeting and TOXEXPO</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>March 11-13, 2013</b>	<b>EVENT#</b>	<b>033016SA</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

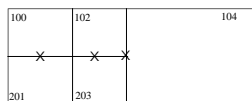
<b>ORDER INSTRUCTIONS</b>		<b>ELECTRICAL OUTLETS</b> Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event					
<b>120 VOLT POWER DELIVERY</b>  The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.			<b>QTY</b> Show Hours Only	<b>QTY</b> 24hrs/day Double rate	<b>ADVANCE</b> <b>PAYMENT</b> <b>PRICE</b>	<b>REGULAR</b> <b>PAYMENT</b> <b>PRICE</b>	<b>TOTAL</b> <b>COST</b>
		<b>120 VOLT</b>					
		500 WATTS (5 AMPS)			84.00	125.00	
		1000 WATTS (10 AMPS)			149.00	224.00	
		1500 WATTS (15 AMPS)			175.00	263.00	
		2000 WATTS (20 AMPS)			202.00	303.00	
		<b>MISC. REQUIREMENTS</b>	Call for	quote			
					.00	.00	
					.00	.00	
					.00	.00	
<b>ISLAND BOOTHS</b>  Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.		<b>LIGHTS</b> (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)					
		1000 WATT OVERHEAD LIGHT (Call for quote)					
		ARM LIGHT (Only mounts to hard wall structures)			102.00	153.00	
		8' POLE LIGHT WITH 1 FIXTURE			116.00	174.00	
		8' POLE LIGHT WITH 2 FIXTURES			135.00	203.00	
<b>208/480VOLT SERVICES</b>  If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.		<b>MATERIAL RENTAL</b> (Exhibitor must pick up items at electrical service center on show site)					
		15' EXTENSION CORDS				24.00	
		POWER STRIPS				24.00	
<b>24 HOUR SERVICES</b>  Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.		<b>ELECTRICAL LABOR</b>					
		ST (Mon-Fri, 8am-4:30pm, excluding holidays)				80.00	
		OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)				160.00	
<b>LIGHTING</b>  Overhead lights are installed on time and material basis. Call for quote. Arm lights can only be installed on a hard wall structure. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.		<b>PLACE TOTAL HERE</b>					
		<b>COMPANY:</b>		<b>BOOTH #:</b>			
		<b>AUTHORIZED SIGNATURE:</b>					
		<b>PRINT NAME:</b>		<b>DATE:</b>			
		<b>TERMS &amp; CONDITIONS:</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.					
Form 120V-042012		<b>The "Method of Payment" form must be completed and returned with this order form.</b>					

## TERMS & CONDITIONS

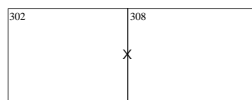
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

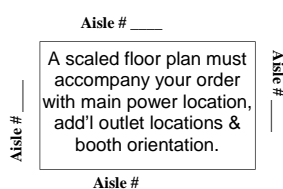
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



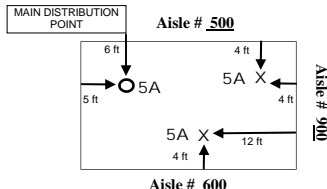
(IN-LINE BTHS) (PENINSULA)



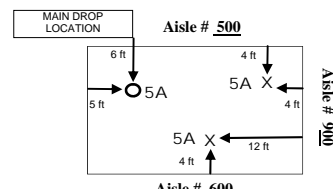
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

# ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 02/25/13



**ELECTRICAL EXHIBITION SERVICES**  
5811 La Colonia San Antonio, TX 78218  
Ph: (210) 662-9450 Fax: (210) 662-9640  
sanantonio@edlen.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>Society of Toxicology 52nd Annual Meeting and TOXEXPO</b>		
<b>FACILITY:</b>	<b>Henry B. Gonzalez Convention Center</b>		
<b>DATES:</b>	<b>March 11-13, 2013</b>	<b>EVENT#</b>	<b>033016SA</b>

## ELECTRICAL JURISDICTION

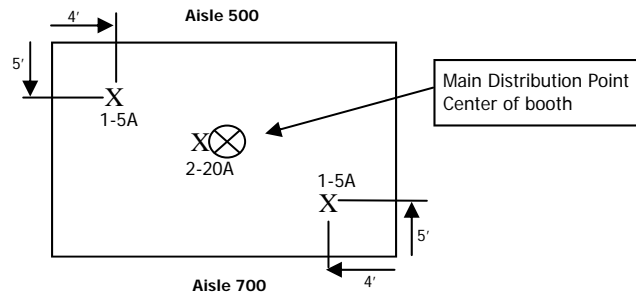
The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

### ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

- |  |   |
|--|---|
| 1. Electrical distribution under carpet                      | 6. Overhead power distribution                                    |
| 2. Data/network cable under carpet (N/A)                     | 7. Overhead coaxial (network) cable distribution (N/A)            |
| 3. Connection of all 208V or higher services                 | 8. Assembly & Installation of lighting hung from truss or ceiling |
| 4. Wiring of overhead signs                                  | 9. Hardwiring of any electrical apparatus                         |
| 5. Installation of lighting requiring tools for installation |   |

### POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

- Floor Plan layout of your booth space
  - Floor plans must include exact outlet locations with dimensions or be to scale
  - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers
  - Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.  
Example: 20x30 Island Booth



- Date you will begin building your booth \_\_\_\_\_ Estimated time \_\_\_\_\_
- Show Site Contact with authority to make additions or changes to your order  
Contact Name \_\_\_\_\_  
Contact Company \_\_\_\_\_  
Contact Cell # \_\_\_\_\_
- Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

**PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR**

# ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 02/25/13



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## ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

### LABOR RATES

Straight time ..... 80.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime ..... 160.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

### LIFT RATES

Lift ..... Call for quote

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

## LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

### Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

## SHOW SITE SUPERVISOR

Contact Name:	_____	Company:	_____
Cell Number:	_____	Email address:	_____

## PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.



# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 02/25/13



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EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
SIGNATURE:		PRINT NAME:	
EMAIL:			

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

### ☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

### ☐ BANK WIRE TRANSFER INFORMATION \*

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

ACH Direct Deposit

ABA# 125000024 Acct: 33855214

\* 25\$ processing fee MUST be included with transfer.

### ☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA

☐ MASTERCARD

☐ AMX

☐ DISCOVER

## CHECK AND CREDIT CARD INFORMATION

CHECK #									
CREDIT CARD NUMBER:								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:								THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:					CITY:		ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

**PLEASE  
SIGN**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

## SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
<b>TOTAL DUE</b>	



Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911  
702-943-6001 (Fax)



Company Name		Booth / Room	Show Name: <b>SOCIETY OF TOXICOLOGY</b>
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: <b>03 / 11 / 13 To 03 / 14 / 13</b>
Billing Address		Incentive Order Deadline: <b>02 / 24 / 13</b>	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) -	Fax Number ( ) -	

Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa	Expire Date (MM / YY):	Sec Code:
<div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div> / <div style="border: 1px solid black; width: 100px; height: 15px;"></div>	<div style="border: 1px solid black; width: 100px; height: 15px;"></div>
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:

**Important!** Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smarcitynetworks.com/Facilities/Locations.aspx](http://smarcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T )					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,100	\$ 1,375	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 900	\$ 1,125	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW8		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial “9” for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line ( Direct line do not dial “9” )					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Credit Card / Intl Restriction ) upon request	CC / IR				
6. Special Line Services (For 3 <sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended Pots line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)					
	MI		(Call 888-446-6911 for quote)		
8. Move - In / On - Site order fee (if ordering service after show move-in has started). ( 20% ) x ( Base Price )					
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue. x (number of lines)					
	SUBTOTAL				
Unused portions of deposits returned with final billing.	ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%				
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2013 - 017 - 175</b>
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ORDER ON LINE: <https://www.smarcitynetworks.com/order/center.aspx?center=017>

## Terms and Conditions / Payment Options

1. **Smart City is the exclusive provider and installer of all Voice, Data and Network** services (wired and wireless) including communications cabling. This includes **all cabling** to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling.
2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and **cannot be resold or distributed to other companies or individuals**.
3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.
4. **Incentive Price** applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. **Base Price** applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) **orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.**
5. **Internet / Network** – 10 / 100 Mbps, full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.
6. **Shared Internet Services Specific:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are **not allowed with any of our shared Internet / Network services**. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.
7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.
8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.
9. **Wireless Specific:** (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. **Wireless Devices not authorized by Smart City are strictly prohibited.** Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.
10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.
11. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.
12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
13. **CANCELLATION** – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.
14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.
15. **Any additional cost incurred by SMART CITY to:** 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
16. **Equipment Management:** (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.
17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. **Federal Tax ID is 65-0524748.**
18. **NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)**
19. **All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.**
20. **Long Distance (International Calls) and Line Restrictions:** (a) Credit Card restriction will only allow Local, "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.
21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.
22. Prices are based upon current rates and are subject to change without notice.

(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

23. **A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.**
24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: **Smart City.**
25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.

### Mail or Fax Completed Orders with Payment and Floor Plan To

SMART CITY  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

## Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

**Print Authorized Name**

**Authorized Signature**

**Date**

FOR SMART CITY USE: Payment Rec'd (Amount):

Customer No: **2013 - 017 - 175**

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=017>

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: Henry B Gonzalez CC (017) - Tx  
Show: SOCIETY OF TOXICOLOGY

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2013 - 017 - 175

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title

# Floor Plan – Communications Cable

Center: Henry B Gonzalez CC (017) - Tx  
 Show: SOCIETY OF TOXICOLOGY

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2013 - 017 - 175

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____											

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



# Floor Work / Labor - Communications Cable

Center: **Henry B Gonzalez CC (017) - Tx**  
Show: **SOCIETY OF TOXICOLOGY**

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: **2013 - 017 - 175**

**Smart City has the exclusive contract to install all voice and data communications cabling.** This includes all cabling to booths, **within booths (under carpet and flooring)** and from booth-to-booth. Fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telephone cables fall under Smart City's area of responsibility.

- ❖ **Labor cost** - \$125.00 an hour per technician, with a one hour minimum.
- ❖ **Floor work** - Estimated at 4 cables per tech hour (this is a conservative estimate assuming normal circumstances with timely request for service and a complete floor plan received at least 5 days before show move in. Charges could be greater than our estimate for a variety of reasons such as floor work was ordered late, carpet had already been laid, obstructions / physical structures and other miscellaneous issues that can make cabling more labor intensive and time consuming).
- ❖ **Smart City Cat 5 Cable** - \$50 each (50 ft. cable)

## Please select the floor work option that you will require for your booth:

☐ **Yes**, we will need to order floor work from Smart City for our booth.

\_\_\_\_\_ Estimated number of labor hours. Please add this to our order.

☐ **No**, we will not require floor work for our booth. We will not be laying our cables across aisles, across traffic flow areas, under carpet or under flooring.

## Please select the cabling option that you will require for your booth:

☐ **Smart City Provided Cable.** We prefer Smart City to provide the cable for our booth.

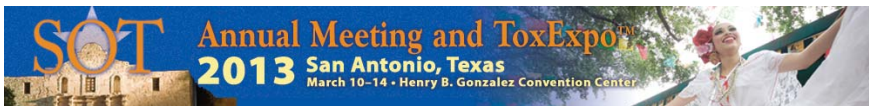
\_\_\_\_\_ Number of Cat 5 Cable(s) at \$50 each. Please add this to our order.

☐ **Exhibitor Provided Cable.** We will provide our own cable for our booth and understand the following:

- We will not be placing cable across aisles, across traffic flow areas, under carpet or under flooring.
- Smart City can only accept cable and cannot accept hubs, routers, switches or other equipment.
- Smart City cannot guarantee service on Customer/Exhibitor provided cable(s) and/or equipment. Connectivity can be guaranteed only to the point where Smart City's services originate in the booth.
- Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City may be billed to the Exhibitor at the prevailing rate (for example, faulty equipment or damaged cable).
- Cable(s) must be shipped two weeks prior to the show opening to:

Smart City  
600 Hemisfair Plaza Way, Bldg. 277, Rm. 201  
San Antonio, TX 78205





March 10-14, 2013  
Henry B. Gonzalez Convention Center  
San Antonio, Texas



National Operations

## Official Contractor AV & Computers

Questions? Call 800.966.4498 or email: [exhibits@psav.com](mailto:exhibits@psav.com) order on line at: [ctsorders.psav.com](http://ctsorders.psav.com)

**CUSTOMER INFORMATION** **SHOW ID# 130302**

Booth Number _____		Booth Name _____	
Company _____		On-site Contact _____	
Address _____		On-site Cell _____	
City _____	State & Zip _____	Onsite Deliver/Setup: <i>(someone MUST be present for delivery)</i>	
Ordered By _____	Fax _____	Delivery Date _____	
Phone _____	Email _____	*Time frame (circle one): 8am-10am 10am-12noon 1pm-3pm 3pm-5pm	

**ALL PRICING IS FOR THE LENGTH OF SHOW** Please call for items not listed on form. On or Before 2/28/13 On or After 3/1/13 Total

LCD Monitors (Includes Speakers)		Please Circle One	Qty	20% Discount Rate	Standard Rate	
23"/24" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop		\$ 320.00	\$ 400.00	
32" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop		\$ 500.00	\$ 625.00	
40" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop		\$ 680.00	\$ 850.00	
46" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop		\$ 1,000.00	\$ 1,250.00	
55" Flat Panel Video and Data Monitor (16:9)	Wall Mount **	Tabletop		\$ 1,200.00	\$ 1,500.00	
46" Seamless LCD Video Wall Display				Please Call for Quote		
Single-Touch and Multi-Touch Touchscreens Available				Please Call for Quote		

Computer ONLY Monitors (Speakers NOT included)		Please Circle One	Qty	20% Discount Rate	Standard Rate	
19" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop		\$ 160.00	\$ 200.00	
20" LCD Flat Panel Computer Monitor (4:3)	Wall Mount **	Tabletop		\$ 200.00	\$ 250.00	

### IMPORTANT INFORMATION

What source will be used with the monitor(s)? (Please indicate below)  
Computer \_\_\_\_\_; DVD/VCR or other Video Device \_\_\_\_\_; Multiple \_\_\_\_\_; Other (specify) \_\_\_\_\_  
**MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.**

Multi-Purpose Computers - Windows (17" LCD Monitor, Wired Mouse and Keyboard included with Desktop Computer)					
Desktop - Intel Core i7, 2.80 GHz, 3.42G RAM, 1TB HD, DVD-RW, ATI Radeon HD 3450 Video Card		\$	440.00	\$	550.00
Laptop - PIV, Core 2 Duo, 2.2GHz, 2G RAM, 80G HD, Nvidia 1GB Video Card		\$	380.00	\$	475.00

Presentation Computer - Windows					
Laptop - Intel i7 Quad Core 2.5Ghz, 4GB RAM, 500GB HD, DVD/CDRW, Nvidia 1GB Video Card		\$	440.00	\$	550.00

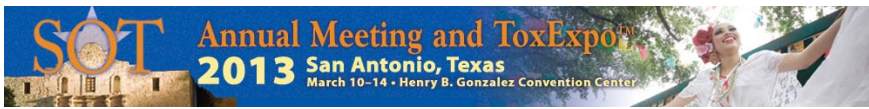
Computers - Macintosh					
MAC Mini Dual Core, 2.5Ghz, 4GB RAM, 500GB HD, AMD Radeon 6630M Video Card (Monitor NOT included)		\$	240.00	\$	300.00
21.5" iMAC Dual Core, 2.3GHz, 8G RAM, 500GB HD, AMD Radeon 6750M Video Card		\$	480.00	\$	600.00

Computer Accessories & Printers					
HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network)		\$	200.00	\$	250.00
Keyboard and Mouse - Wired		\$	24.00	\$	30.00
Keyboard and Mouse - Wireless		\$	48.00	\$	60.00
Computer Speakers w/ Subwoofer		\$	36.00	\$	45.00

Miscellaneous		Please Circle One				
Floor Stand with Optional Shelf <i>(For use with PSAV 30" or larger monitors only)</i>	Shelf	No Shelf		\$	200.00	\$ 250.00
54" Rolling Cart w/ Black Skirt				\$	40.00	\$ 50.00
DVD Player (US compatible, Region 1/NTSC)				\$	92.00	\$ 115.00
DVD Player (Multi-Format, Region Free, NTSC/PAL)				\$	140.00	\$ 175.00
Blu-Ray Disc Player				\$	160.00	\$ 200.00
VGA Distribution Amplifier				\$	52.00	\$ 65.00
Video Distribution Amplifier				\$	52.00	\$ 65.00
HDMI Distribution Amplifier (1x8)				\$	52.00	\$ 65.00

PSAV reserves the right to modify this form at any time.

Page Total



**March 10-14, 2013**  
**Henry B. Gonzalez Convention Center**  
**San Antonio, Texas**



**National Operations**

# Official Contractor AV & Computers

**SHOW ID# 130302**

Company _____	Booth # _____	Total Page <b>One</b>
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Audio	Please Circle One		QTY	20% Discount Rate	Standard Rate
Wired Microphone	Handheld	Lavaliere		\$ 52.00	\$ 65.00
UHF Wireless Microphone	Handheld	Lavaliere		\$ 240.00	\$ 300.00
UHF Wireless Microphone - Headset				\$ 376.00	\$ 470.00
Individual Self Powered Speaker with stand (up to 10 people)				\$ 72.00	\$ 90.00
Small Exhibit Sound System with (2) speakers and (2) stands (up to 50 people)				\$ 176.00	\$ 220.00
Large Exhibit Sound System with (2) speakers, (2) stands and mixer (up to 100 people)				\$ 212.00	\$ 265.00
Custom Exhibit Sound Package				Please Call for Quote	
Audio Distribution Amplifier (splitter)				\$ 72.00	\$ 90.00
4 Channel Audio Mixer				\$ 60.00	\$ 75.00

<b>Additional Equipment - Please call Exhibit Services at (800) 966-4498 for specialty equipment and services not listed.</b>					

## Terms & Conditions

<div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.</div> <div>Your card WILL be charged approximately 10 days prior to show start date.</div> <div>PSAV will <b><u>NOT</u></b> deliver equipment to an unattended booth. An authorized representative must sign for all equipment.</div> <div>Delivery &amp; Pickup labor charges include drayage, delivery, setup, on-site service and pickup. <b>(\$75 minimum charge.)</b></div> <div>Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.</div> <div>Sales taxes are estimated and are due on all equipment and labor where applicable.</div> <div>The prevailing sales tax rate at the time the customer's credit card is charged will be applied.</div>	Equipment Rental Total	
	28% Delivery & Pickup Labor <b>(\$75 Minimum)</b>	
<b>IMPORTANT: PSAV Cancellation Policy - All cancellations must be submitted in writing.</b> Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.	Wall Mounted Monitor(s), add  <b>\$116.00</b> <b>PER monitor</b>	
<div><div><b>** Wall Mounting</b></div><div>ST Hours (1.0X)</div><div>\$58.00</div><div>Monday - Friday 8am to 5pm</div></div> <div><div>San Antonio Rates</div><div>OT Hours (1.5X)</div><div>\$87.00</div><div>Monday - Friday 5pm to 12am; Saturday after 8 hours</div></div> <div><div></div><div>DT hours (2.0X)</div><div>\$116.00</div><div>Monday - Saturday 12am to 8am; all day Sunday; after 14 hours</div></div>	Damage Waiver <b>12%</b> of Rental Total <b>Yes ___ No ___</b>	
Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is <b>NOT</b> responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure <b>PRIOR</b> to your installation.	<b>8.125%</b> Sales Tax Rental Total & Labor/Waiver	
<b>Tax Exempt Status</b> If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held. Events held in Chicago also require the Personal Property Lease/Rental Transaction Tax - 7550 form.		
<b>Damage Waiver</b> If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to <b>PSAV's Equipment Loss and Damage Acknowledgment</b> .		
<b>* NOTE:</b> In venues where union participation is mandatory, delivery and pickup times can not be guaranteed.	<b>Grand Total</b>	

## CREDIT CARD INFORMATION circle one



Name on Card _____	Company _____
Card Number _____	Billing Address _____
Expiration Date _____	City _____
_____	State/Zip _____
Card Holder Signature _____	Phone Number _____

Mail order with Payment to: <b>PSAV</b>	Paying by Check? <input type="checkbox"/>	Please allow PSAV to confirm total PRIOR to SENDING check.
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925 Freeport Parkway, Suite 100, Coppell, TX 75019 Tel: 800.966.4498 Fax: 866.312.4404

**Wire Transfer:** Call for instructions *International orders can take up to one week to receive, please plan accordingly.*

**PSAV**

Technology Meets Inspiration



# EXHIBITOR RIGGING SERVICES

NAME OF CONFERENCE: <b>SOT 2013</b>		START DATE: <b>3/10/13</b>	END DATE: <b>3/13/13</b>	# SHOW DAYS: <b>3</b>
COMPANY NAME:				
ON-SITE CONTACT NAME:			ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:		CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:		FAX NUMBER:		
ORDERED BY:		PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:
<input type="checkbox"/> AMEX	<input type="checkbox"/> MCARD	CHECK #:	ROOM #:	EXP DATE:
<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK	CC #:		
CARDHOLDER'S SIGNATURE:*		EMAIL ADDRESS (PLEASE PRINT):		

\*We will use this authorization to charge your credit card account for this advance order and any additional amounts incurred as a result of all show site changes placed by your representatives.

If you have a special request or need additional equipment, please call. A written confirmation will be sent once your order is received and processed.

**PRICES ARE FOR EXHIBIT FLOOR ONLY. POWER IS NOT INCLUDED AND IS TO BE ORDERED SEPARATELY THROUGH THE SAN ANTONIO CONVENTION CENTER.**

- PSAV must make all attachments to the rigging system, ceiling, and supporting structure the building.
- Orders must be received 21 days prior to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- **All rigging must conform to Show Management regulations.**
- Please complete both pages of this form, and Fax or email diagrams along with this order form for a price quote.
- Signs must include necessary harnesses. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical service must be ordered through preferred Electrical Provider. Go to <http://www.sahbgcc.com/>
- Riggers work in minimum teams of 2. Clients can not be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 10' in length. Chain hoists will be used for these items.
- Banner placement must be approved in advance by General Contractor and Henry B. Gonzalez Convention Facility.
- The total charge per item is determined by multiplying the price by the quantity ordered.
- **Labor Rates include the price of Crew and Lift.**
- Please include applicable Sales Tax on equipment rental.
- **TAX EXEMPT STATUS** – If you are exempt from sales tax payment, we require a State of Texas exemption certificate.
- **CANCELLATIONS:**
  - A) Cancellation of orders must be received 48 hours prior to delivery to avoid a minimum charge.
  - B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

RIGGING LABOR HOURLY RATES	Rate includes 2 riggers w/lift *per hour	Rate for additional staff	QTY
Straight Time: 7:00am—5:00pm (m–f)	\$600.00	\$75.00	
Time-and-a half: 5:00pm—12:00am (m–f)	\$750.00	\$112.50	
Double Time: 12:00am—7:00am (m–s)	\$900.00	\$150.00	
Time-and-a half: 7:00am—5:00pm (Sat., Sun, Holidays)	\$750.00	\$112.50	
Double Time: 5:00pm—12:00am (Holidays)	\$900.00	\$150.00	

RIGGING MOTORS	Week Rate	On-site	QTY
1/2 Ton Motor with Point-Week rate	\$150.00	\$165.00	
1 Ton Motor with Point-Week rate	\$180.00	\$198.00	
Cable Pick/Dead Hang per point	\$65.00	\$71.50	

\*\* Rates are per Rigger and Lift / per hour (2hr.Min)\*\*

\*Lift rate is \$150.00 per hour\* \*Labor and Lift rates are for trade Show Events Only\* Please estimate the number of workers for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

## DELIVERY INFORMATION

On-Site Contact:

Booth #: \_\_\_\_\_ Room #: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Delivery Time – circle one: AM / PM

Pickup Date: \_\_\_\_\_

Pickup Time — circle one: AM / PM

Department: 1974 Job #: \_\_\_\_\_

## RETURN FOR PROCESSING

**PSAV**  
PRESENTATION SERVICES

600 Hemisfair Park | San Antonio, TX 78205  
210-308-0182 (office) | 866-219-7878 (fax)

Exhibits Sales Person

[tosborn@psav.com](mailto:tosborn@psav.com) 79

e-mail address



[partner.psav.com/HenryBGonzalezConventionCenter](http://partner.psav.com/HenryBGonzalezConventionCenter)

## RENTAL TOTALS PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL	1
LABOR TOTAL	2
SALES TAX (8.125% of Equipment Rental and Labor)	3
TOTAL DUE	4



# Exhibitors Make the Most of Your Investment.

Convert expo traffic into Business opportunities  
with our Lead Retrieval Service!

Lead retrieval captures attendee information quickly and easily  
just by scanning a bar-coded name badge.

## With our service you can...

- Convert quality leads to business opportunities with a small expenditure.
- Capture information such as demographics, products, services, etc.
- Receive your data by E-mail immediately after the event.
- Easily import attendee information into spreadsheet or database software for sales follow up.
- Receive technical support during and after the event.



Register for Lead Retrieval at: **ToxExpo 2013 Lead Retrieval**

## BC500LR

### Portable 1D/2D Barcode Reader for Lead Retrieval



OCT22-04 Rev5  
Specifications subject to change without notice

## FEATURES

Compact, portable barcode scanner allows simple badge scanning

Latest technology in imaging recognizes most 1D & 2D symbologies

Graphic LCD display to verify scanned data

Thumbwheel user interface to enter additional data

Connects directly to SST portable printer

Built-in rechargeable lithium battery, charged from USB port or charging station

Up to 8,000 leads can be stored in removable memory card (depends on badge encoding)

All scans are date & time stamped

The BC500LR is a portable barcode reader with application specific software targeting lead retrieval applications. Exhibitors at trade shows use it to scan the badges of potential customers and store all the badge information. Each scan is displayed on the graphic LCD screen and stored on a removable memory card along with the time and date. This data is easily downloaded to a PC to create marketing leads for each exhibitor.

The BC500LR can be easily pre-programmed with custom qualifiers such as 'decision maker' or 'will buy in 6 months' for added information regarding the customer. After scanning the badge, the qualifiers are quickly and easily selected and included in that customer's badge data using the thumbwheel. In addition, the reader can be pre-configured with a variety of badge formats and delimiters enabling its use with existing systems.

SST has designed special transport cases which are supplied with the BC500LR. These rugged, compact cases each hold 14 or 30 units for ease of handling and reduced shipping costs. They also serve as a charging station with an individual charging connection for each reader.

ExpoTools Setup Software, Download software, manuals and cables are also included for quick and efficient creation of exhibitor leads.

**Register for Lead Retrieval at: [ToxExpo 2013 Lead Retrieval](#)**



## BC500LR

Portable 1D/2D Barcode Reader  
for Lead Retrieval



OCT22-04 Rev5  
Specifications subject to change without notice

## SPECIFICATIONS

Battery	Internal Lithium ion 3.7V rechargeable
Battery Capacity	1.4 AHr, recharges completely in 4 hours from powered USB port
Run Time per charge	30-40 hrs including more than 1000 scans
Memory Capacity	2,000 to 8,000 scans depending on memory card (300 chars/scan)
Display	Graphic LCD (65 x 132 pixels) with optional backlight
Indicators	Red/Green LED for scan status, Amber LED for charge status
Timestamp	Yes - Date and Time on each scan
Linear Symbolologies	Codes 39, 128, 93, 11, 49, 2 of 5, 16K, UPC, EAN, RSS, & more
Stacked Symbolologies	PDF417, EAN/UCC, Data Matrix, Maxicode, Postal codes & more
Scan Technology	CMOS VGA imager with optics & high speed decoder
Light Source	Red visible LED for illumination, green aiming bar
Operating Temperature	35 to 85 degrees Fahrenheit
Memory Card Interface	Multimedia card (proprietary format) 2, 4, or 8 MBytes
User Interface for Data	Thumbwheel with switch and 2 push buttons for functions
Computer Interface	Standard USB and RS232 (USB cable included)
Housing	ABS plastic with rubber moulding
Color	Black with yellow scan buttons and moulding
Size	4.25"L by 3.00"W by 1.20"D
Weight	7.5 oz
Operating System	Windows 98, XP, or 2000
Cable	USB standard (included), RS232 optional
Accessories (Optional)	Portable printer, AC adapter, Transport Case/Charging Station
Software	Expo Tools Setup & Download software (included)



## CMP10 (optional)

Portable Thermal Printer  
for Lead Retrieval



## Lead Retrieval Printer

- Easy to use lightweight printer
- Works with your scanner to print out each lead
- Automatically prints a lead once it is scanned

## How To Order

- Submit the order form provided in the ToxExpo exhibitor services kit, etc.
- Receive your data by E-mail immediately after the event.

**Register for Lead Retrieval at: ToxExpo 2013 Lead Retrieval**

# Lead Retrieval ScannerOrder Form

## ToxExpo 2013

PRODUCT	ON OR BEFORE 2/08/2013	AFTER 2/08/2013	QUANTITY	TOTAL
Barcode Scanner	\$200	\$250		
Portable Printer	\$50	\$75		
Total Amount Due				

## SPECIAL INSTRUCTIONS

### Contact Information

Company: \_\_\_\_\_ Booth/Room Number(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Billing Information

☐ Visa ☐ MC ☐ AMEX

Card Number: \_\_\_\_\_

Expiration date: \_\_\_\_\_ CCID#: \_\_\_\_\_

Name: \_\_\_\_\_  
( Please Print )

Signature: \_\_\_\_\_  
( Required )\*

*\*By signing above you authorize the total amount indicated to be billed to your credit card.*

☐ Wire Transfer

For wire transfer details please contact via email at [leadretrieval@aetherquest.com](mailto:leadretrieval@aetherquest.com)

## Terms & Conditions

### Refund Policy:

Refund Policy: Refunds will be issued for orders cancelled prior Feb 08, 2013 subject to a \$25 processing fee. No refunds will be given for orders cancelled after Feb 08, 2013. Orders may be cancelled by sending an e-mail to [leadretrieval@aetherquest.com](mailto:leadretrieval@aetherquest.com) with the words "Order Cancellation" in the subject line. Orders may also be cancelled via fax at 703.237.3260.

### Replacement Policy:

There will be a \$1,580.00 charge for all scanners that require replacement for damages due to negligent use or loss.

### Note:

Orders placed after Feb 08, 2013 will be subject to availability.

## AetherQuestSolutions

6400 Arlington Blvd, Suite 850 • Falls Church, VA 22042  
V: 571 297 4000 • F: 703 237 3260 • [aetherquest.com](http://aetherquest.com)



# **The RK Group L.L.C. Exhibitor Service Menu**



# Policies and Procedures

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## The RK Group L.L.C. Exhibitor Guiding Principles

1. All food orders are tastefully decorated and include appropriate serveware and condiments.
2. Please advise if a table for the service is needed along with the show colors so The RK Group L.L.C. can dress the service table properly. This includes exhibitors who plan to use counter space within their booth as well.
3. All prices quoted herein are subject to a **20% Service Charge** and **8.125% state and local sales tax**.
4. Orders must be received and paid in full or secured with a credit card two weeks prior to the start of the show to avoid a late fee of \$50.00 or 10% of the total order. The greater amount will be charged.
5. Orders may be paid by: Visa, Master Card, American Express or Check made payable to The RK Group L.L.C.
6. Credit card information and authorization is a must be received to process your order. The card will be charged **72 hours (3 days) prior** to the start of your service for the total estimated amount plus an additional \$200.00 deposit. A final invoice and receipt will then be sent at the conclusion of the Show... Copies of the Credit Card and Driver's License must accompany any Credit Card Authorization Form.
7. Any Additional orders will be charged to the provided credit card.
8. Please note when requesting specialty items, The RK Group L.L.C. will order and bill exhibitor for the exact amount requested.
8. All electrical needs will need to be arranged through the Show's electrician.

## Henry B. Gonzalez Convention Center Exhibitor Sample and Food Promotion Request Guidelines

1. Serving generic products (i.e. ice cream, popcorn, cookies, coffee, bottled water, ect.) is permitted only when the product being served is purchased through The RK Group L.L.C. However exhibitors are permitted to provide and use their own serving vessels (buckets, cups, bags) displaying their logo.
2. In the event that The RK Group L.L.C. cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. Gonzalez Convention Center must grant permission.
3. Distribution of individual pieces of hard candy or chocolate mints from any source is allowed.
4. Exhibitors may provide 2 ounce, or less, samples of their individual brand name products.
5. Exhibitors may also provide 4 ounce, or less, samples of non-alcoholic beverages of their individual brand name products.
6. Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show's management. The off duty police office **must** be notified. It is up to their discretion whether or not an officer will need to be present. The RK Group L.L.C. and the Event Coordinator for the Henry B. Gonzalez Convention Center need to be notified as well.
7. Requests for permission to serve food and/or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.



# Exhibitor Services

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## Fees

<b>Booth Delivery</b>	<b>\$25.00 per delivery</b>	<b>Attendant &amp; Bartender fee</b>	<b>\$25.00 per hour</b>
		Five consecutive hour minimum	
<b>Receiving &amp; Storage Fee</b>	<b>\$250.00 per day</b>	*TABC Certified Bartender is required when purchasing Alcohol Beverages.	
<b>China Flatware</b>	<b>\$2.50 per person</b>	<b>Ice</b>	<b>\$25.00</b>
		Consists of 5 pounds. (Price includes labor and delivery of ice)	

## Beverages

All beverage services include 8 oz. cups and cocktail napkins. One gallon equals approximately 18 – 20 servings.

<b>Coffee</b>	<b>\$54.00 per gallon</b>	<b>Lemonade</b>	<b>\$50.00 per gallon</b>
Regular		<b>Fruit Punch</b>	
Decaf		<b>Agua Frecas</b>	
Service Includes plastic spoons, cream, sugar, sweet n'low & equal.		Service includes chilling dispenser and 5-gallon container. Minimum order of 5 gallons required.	
<b>Assorted Hot Herbal Tea</b>	<b>\$50.00 per gallon</b>	<b>Bottled Water (16 oz.)</b>	<b>\$3.50 per bottle</b>
Service includes plastic spoons, cream, sugar, sweet n'low, equal & cut lemons.		Ice provided. Bottled waters can be served chilled if requested.	
<b>Iced Tea</b>	<b>\$50.00 per gallon</b>	<b>Self Serve Water Unit</b>	<b>\$75.00 per day</b>
Service includes sugar, sweet n'low, equal & cut lemons.		Service includes chilling dispenser, plastic glasses, trash basket, etc...	
<b>Hot Cocoa</b>	<b>\$50.00 per gallon</b>	<b>Spring Water - 5 Gallon</b>	<b>\$25.00 per bottle</b>
<b>Assorted Sodas</b>	<b>\$3.50 per can</b>		
Ice provided. Soft drinks can be served chilled if requested.			



# Exhibitor Services

## Machine Rental

Electricity requirements will need to be made for all machines through the Show's Electrician.

### **Margarita Machine** **\$350.00 per day - rental**

Service includes 9 oz. Plastic glasses, cocktail napkins, margarita salt, stirrers and fresh cut lime.

#### **Rental Requirements**

- Bartender Required
- Minimum of 3 gallons per order
- Power Requirements
  - 110V, 20 Amps
- Approx. 20 minutes to freeze each batch
- Machine hold up to 2 Flavors
- Machine is attached to a rolling cart
  - Cart Dimensions: 36" L x 34" x 21" W

### **Margarita Flavors**

Classic Margarita, Strawberry, Mango, and Watermelon

**Margarita Mix (Alcoholic)** **\$100.00 per gallon**

**Non-Alcoholic Mix** **\$75.00 per gallon**

**ALL ALCOHOLIC BEVERAGES MUST BE SERVED  
BY A TABC CERTIFIED BARTENDER**

### **Antique Popcorn Cart** **\$350.00 per day - rental**

Service includes 200 servings of all-in-one popcorn, bags and cocktail napkins. Attendant required.

#### **Rental Requirements**

- Attendant Required
- Power Requirements
  - 110V, 20 Amps

### **Additional Popcorn** **\$200.00 per case**

One case contains 400 servings. Includes additional bags

### **Smoothie Machine** **\$350.00 per day - rental**

Service includes 9 oz. Plastic glasses, cocktail napkins

#### **Rental Requirements**

- Attendant Required
- Minimum of 3 gallons per order
- Power Requirements
  - 110V, 20 Amps
- Approx. 20 minutes to freeze each batch
- Machine hold up to 2 Flavors
- Machine is attached to a rolling cart
  - Cart Dimensions: 36" L x 34" x 21" W

### **Smoothie Flavors** **\$75.00 per gallon**

Peach, Pina Colada, Strawberry, Mango, Cappuccino, or Strawberry-Banana

## Frozen Treats

### **Frozen Ice Cream Novelties** **\$2.75 each**

Service includes assorted ice cream sandwiches, nutty buddies, Bars and Popsicles with cocktail napkins.

### **Premium Ice Cream Bars** **\$3.50 each**

Service includes Dove, Klondike, & Snicker's Ice Cream Bars with cocktail napkins.

### **Freezer Rental** **\$250.00 per day**

Freezer requires one 120 volt, 2000 watt outlet. Freezer comes skirted.

## Miscellaneous Items

### **Candy Bars** **\$3.50 each**

Assorted full size candy bars. May request specific type.  
**Minimum order of 2 dozen.**

### **Dry Snacks** **\$3.50 each**

Includes and assortment of nuts, chips, and pretzels.  
**Minimum order of 2 dozen**



# Exhibitor Services

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## Bakery Items

All bakery services include 6" disposable plates and cocktail napkins.

### **Assorted Breakfast Breads** **\$33.00 per dozen**

Consists of croissants, bagels, fruit Danish, sliced breads, cream cheese, sweet butter, and berry preserves.

### **Assorted Pick-Up Sweets** **\$28.00 per dozen**

Consists of Petite Fours, lemon squares, pecan squares, brownies, and blondies.

### **Assorted Donuts** **\$24.00 per dozen**

Consists of powdered, cream and jelly filled, and cake donuts.

### **Assorted Fresh Baked Cookies** **\$26.00 per dozen**

Consists of chocolate chip, oatmeal raisin, peanut butter, sugar gourmet, and white chocolate macadamia nut.

## Sandwiches

### **Texas Carryout Box Lunches** **\$19.00 each**

Includes service ware, sandwich, condiments, one piece of fruit, cookie, and pasta salad. Choice of honey ham & cheddar, smoked turkey & swiss, and roast beef & provolone.

### **Pre – Made Sandwich Tray** **\$155.00 per tray**

Includes 6" disposable plates, service ware, cocktail napkins, 1 dozen assorted sandwiches, condiments, and relishes.

## Hors D'oeuvres

**Other Items are available... Ask us!!!!**

All services include 6" disposable plates, service ware, and cocktail napkins.

### **Chili con Queso** **\$3.00 per serving**

Served with tostada chips and homemade salsa.  
Minimum of 100 servings.

### **Quesadillas** **\$3.25 per serving**

Filled with smoked chicken and pepper jack cheese.  
Minimum of 100 servings.

### **Grilled & Fresh Vegetables** **\$6.00 per serving**

Served with creamy dips.  
Minimum of 35 servings.

### **Fiesta Pinwheels** **\$3.00 per serving**

Exotic tortillas rolled with assorted fillings.  
Minimum of 100 servings.

### **Bruschetta** **\$3.25 per serving**

Prosciutto, tomato and olive spread.  
Minimum of 100 servings.

### **Spicy Buffalo Wings** **\$3.25 per serving**

Served with bleu cheese dip and celery sticks.  
Minimum of 100 servings.

### **Cheese Display** **\$6.50 per serving**

Consists of domestic and imported cheeses, and garnished with whole fresh fruit, old world breads, and gourmet crackers.  
Minimum of 35 servings.

### **Jalapeno Chicken Bites** **\$3.75 per serving**

With buttermilk dressing.  
Minimum of 100 servings.

### **Assorted Oriental Dumplings** **\$3.25 per serving**

With ginger-soy dipping sauce.  
Minimum of 100 servings.

### **Spanakopita** **\$3.00 per serving**

Phyllo with crispy spinach and feta crumbles.  
Minimum of 100 servings.



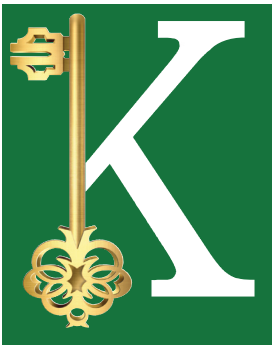


## Exhibitor Order Form & Credit Card Authorization

Please Return This Page Only To:  
210/225-4535 (Fax) 210/224-5120

Trade Show Name:				Show Dates:				
Location of Exhibits:			Booth Number:		Booth Name:			
Booth Drape Colors:								
Company Name:				On-site Contact: (Authorized signee)				
Phone #:				Phone #:				
Cell #:				Cell #:				
Fax #:				Fax #:				
Contact Email:								
Name on Card:				Address:				
Card Number:			Exp Date:					
Security Code:								
Date	Time	Quantity	Item	Table Needed	Attendant Required	Price Per Unit	Total	
Sign for authorization: _____						Sub Total:		
						20% Service Charge:		
						8.125% Sales Tax:		
						Deposit		\$200.00
						Grand Total:		

**\*\*\* PLEASE REMEMBER - TO SEND COPIES OF YOUR CREDIT CARD AND DRIVER'S LICENSE  
ALONG WITH YOUR SIGNED CREDIT CARD AUTHORIZATION \*\*\*  
IF WE DO NOT RECEIVE – WE CANNOT CONFIRM YOUR ORDER  
ANY ADDITIONAL ORDERS TO BE BILLED TO CREDIT CARD ABOVE**



# EVENT DECORATING SERVICES

## Key Plants & Décor Rentals

702-415-8236 customerservice@eventsvcs.com

Fax: 702-876-5778

### Nationwide Services Available

EVENT NAME: \_\_\_\_\_ DATE/TIME IN: \_\_\_\_\_

LOCATION: \_\_\_\_\_ BOOTH NAME/NUMBER: \_\_\_\_\_

DATE/TIME OUT: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

FLORAL ARRANGEMENTS	UNIT PRICE	QTY	TOTAL
MIXED ARRANGEMENTS	65 & up		
TROPICAL FLORAL	75 & up		
CUSTOM ARRANGEMENTS HEIGHT _____ WIDTH: _____	CALL		
<b>BLOOMING FOLIAGE</b>			
MUM: <input type="checkbox"/> YELLOW <input type="checkbox"/> WHITE <input type="checkbox"/> LAVENDER	\$30.00		
AZALEAS: <input type="checkbox"/> RED <input type="checkbox"/> WHT <input type="checkbox"/> PNK/WHT	\$35.00		
BROMELIAD	\$35.00		
<b>TROPICAL PLANTS</b>			
IVY _____ POTHOS _____	\$30.00		
LARGE BOSTON FERN	\$35.00		
3 FOOT TROPICAL PLANT	\$40.00		
4 FOOT TROPICAL PLANT	\$52.00		
5 FOOT TROPICAL PLANT	\$62.00		
6 FOOT TROPICAL PLANT	\$72.00		
8 FOOT TROPICAL PLANT	CALL		
10 FOOT TROPICAL PLANT	CALL		
ALL OTHER TREES	CALL		
<b>CONTAINERS (PLEASE CHECK ONE):</b>			
<input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> OTHER			
SPECIAL ORDER:			

■ PRICING INCLUDES INSTALLATION, SERVICING AND REMOVAL AT THE END OF THE EVENT.

■ FOR RENTAL ONLY

■ ALL ORDERS MUST BE PAID IN ADVANCE

■ SUBSTITUTIONS MAY BE NECESSARY

■ ALL ORDERS NOT CANCELLED AT LEAST 3 DAYS PRIOR TO DELIVERY ARE SUBJECT TO FULL RENTAL PRICE

■ CALL FOR ANY ARTIFICIAL REQUESTS

\*MINIMUM \$10 DELIVERY CHARGE.

**SUB TOTAL:** \_\_\_\_\_

**DELIVERY:** \_\_\_\_\_

**TAX:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**PAYMENT INFORMATION** ☐ VISA ☐ MASTERCARD ☐ AMEX

COMPANY NAME: \_\_\_\_\_ CARD HOLDER NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CREDIT CARD# \_\_\_\_\_ EXPIRATION: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# the **rk** group

*A one-stop shop for all your event needs!*



For more than 65 years, The RK Group has been providing event and convention services all around San Antonio and beyond. Our team is knowledgeable, attentive and ready to help you navigate this wonderful city. We have a wide range of services to help your event go off without a hitch.

### ***Event Services Include:***

Transportation Coordination | Airport Pick Ups and Drop Offs | Full Service Catering  
Offsite Events | Custom Decor | Tours | Rentals | Floral | Tents | Entertainment  
*and More!*

***Contact us today to get your event started!***

**Pat Hart, Director of National Sales**

**210-223-2680    phart@therkgroup.com    TheRKGroup.com**





# the **rk** group

The RK Group has the perfect blend of industry knowledge and customer service to meet the unique needs of your group and allow your guests to capture each special moment while they are in San Antonio. Show your guests an authentic San Antonio ranch, a Texas sized rodeo, the history of San Antonio or an unforgettable contemporary art collection!

***Contact us today to get your event started!***

**Pat Hart, Director of National Sales**

**210-223-2680    phart@therkgroup.com    TheRKGroup.com**



**CIRCA**TEXAS  
DESTINATION MANAGEMENT

**Illusions**  
rentals and designs

*Rosemary's*  
CATERING

  
**FLAIR**  
FLORAL



Information Network Associates, Inc.  
 5235 North Front Street  
 Harrisburg, PA 17110  
 (800) 443-0824 • (717) 599-5505  
 717-599-5507 (fax)  
 www.ina-inc.com

## SECURITY ORDER FORM

CONTACT INFORMATION		
Event Name:		Event Dates:
Company:		Booth Number(s):
On-Site Contact:	Phone:	E-Mail:
INVOICING INFORMATION		
Company:		Attn:
Address:		
City:	State:	Zip Code:
Phone:	Fax:	E-Mail:

***SEE REVERSE SIDE FOR RATE, PAYMENT AND REGULATIONS***

<b>LOCATION:</b> (please list the location of your booth or event)						
DATE NEEDED	# OF GUARDS	START TIME	STOP TIME	TOTAL HOURS	RATE	AMOUNT
<b>TOTALS</b>						

FORM OF PAYMENT PAYABLE TO (COMPANY NAME)				
CHECK	CASH	VISA	MC	AMEX
Account Number:			Exp.Date:	
Name(Print)			Auth Code:	
Cardholder Signature:				
<i>I also authorize charging any unpaid balances to my credit card.</i>				

GUARD ATTIRE	
<input type="checkbox"/>	Business Attire (suit&tie)
<input type="checkbox"/>	Business Casual (khakis & polo)
<input type="checkbox"/>	Uniform



Information Network Associates, Inc.  
5235 North Front Street  
Harrisburg, PA 17110  
(800) 443-0824 • (717) 599-5505  
717-599-5507 (fax)  
www.ina-inc.com

- *Rate (s): \$40.00 per guard hour*
  - *A minimum of four (4) hours will be assessed for any shifts less than 4 hours*
  - *All security rates are subject to local sales tax*
1. Orders must be three weeks prior to the date (s) requested. Any orders received after said date may be charged an additional fee (s).
  2. If the customer chooses to pay by credit card, a 3% service charge will be added to the total invoice.
  3. All Exhibit Booth Security Coverage must be paid in full prior to the start of the event.
  4. Any employees furnished by the Company shall perform such services as agreed upon in writing signed by the Company and Customer. If the Customer alters any directions or instruction given by the Company to any employees or if the Customer takes on any supervision of the employees, the Customer will be solely responsible for any and all claims, losses, damages, and/or expenses relating to the actions or omissions of employees.
  5. Security officers and Event Staff shall be employees of the Company, an independent contractor. The Company shall pay all wages and all applicable federal, state, and local taxes. The Company shall hire, train, uniform, supervise, direct and discharge all employees. The Customer may request the removal of any employee from its premises or event for cause at any time and the Company Shall comply with such request as soon as possible.
  6. The Customer will assume all risk of loss or physical damage to its property and/or equipment occurring as a result of fire or other casualty. The Customer waives any right of recovery and its insurer rights or subrogation against Company for any loss or damage resulting from such risks.
  7. It is understood and agreed that under no circumstances will the Company be responsible for the theft or loss of Customers property not directly attributable to employee thefts. In the event of an accusation of employee, client waives all right of recovery unless the Company is notified of such allegations within forty-eight (48) hours; the Customer fully cooperates with the Company's liability for an employee theft exceed the compensation paid by the Customer to the Company for services furnished during the time such theft occurred or five hundred dollars (\$500.00) whichever is less.
  8. The Company is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, sex, age, marital status, or national origin, and complies with all known pertinent laws and regulations.
  9. This agreement supersedes all previous agreements, if any, oral and written, between the Company and the Customer. This agreement represents the whole and entire contract between the Customer and the Company. This agreement may not be altered, modified, or amended except in writing by an authorized representative of the Customer and the Company. This agreement will be governed by the laws of the State of (INSERT STATE HERE).

\_\_\_\_\_  
Customer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date